



1305 Del Norte Rd.
Camarillo, CA 93010
(805) 654-9814

SAGE Services Job Description

Supervisor (Full-Time)

Required Qualifications:

- High School diploma or GED, at least 2 years' experience professionally supporting individuals with intellectual/developmental disabilities, valid California driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report, maintains first aid and CPR certifications (on the job training and assistance is provided), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, ability to be physically attentive/active to meet the needs of the persons served, ability to use the computer or sit for extended periods of time (if needed), maintains a negative alcohol/drug screening in accordance with California law, clears/maintains Department of Justice/FBI clearances, maintains a flexible schedule to meet the needs of the position including evenings, weekends, and holidays, typing speed of at least 40 WPM, strong proficiency in technology (Microsoft, internet, computers, cell phones, etc.), problem solving, conflict resolution, delegation, communication (oral/written), organization, maintains an availability that meets the needs of the persons served and company, and engaging in on-going assigned training and growth development.

Assigned Responsibilities May Include but Not Limited To:

- Follows all regulations as a "Personal Attendant", as that term is defined in California Industrial Welfare Commission Order No. 15-2001. Coordinators are recognized as a "Direct Support Professional" or DSP, who works directly with people with intellectual or developmental disabilities to support the people they work with to become independent and integrated into their community and complete Activities of Daily Living (ADLs). SAGE's services are NOT medical/nursing/home-health/caregiving services and all Supervisors are required to always stay within their scope of responsibilities.
- Follows all policies and procedures, manages documentation/data collection/systems/communication, schedules/facilitates/attends trainings, meetings, appointments, schedules assigned team, meets deadlines, develops/implements objectives/programs with individuals for skill building/maintenance.
- Supervises/trains/communicates/supports/works collaboratively with persons served and circle of supports (families, day services, funding agencies, etc.) by maintaining communication, taking direction, following through, using a team approach, brainstorming ideas/solutions, providing meaningful and engaging services, and maintaining a consistent positive, professional attitude.
- Facilitates schedules/meetings/trainings, stays up to date, helps complete, prepares generic resources, creates program plans according to the persons served needs and IPP goals/objectives, completes reports/updates/documentation with persons served, updates documentation, communicates with planning team, completes leadership tasks, SIRs/APS reporting, medication refills, meets deadlines, covers for departments/person served as needed, billing requirements, meets the needs & supervises services and supports with person served, feedback, satisfaction surveys, quality assurance, problem solving, conflict resolution, and communication (all communication mediums within a timely manner & within SAGE policy).
- Reviews monthly newsletter with persons served, employees, families, etc. to ensure each person is made aware of opportunities they may wish to participate in for social interactions, engagement, peer support, and learning new skills.
- Attends scheduled events/activities to encourage participation, team building, rapport building, and setting a



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positive example for persons served and other team members.

- Provides one or more individuals in their homes and the community with support, training, teaching, and empowerment for skill building/maintenance areas and meeting their individualized goals, using a person-centered approach, as Personal Attendants defined by California Industrial Welfare Commission Order No. 15-2001 and Direct Support Professionals (DSP). Support will vary, based on type of service being provided and could include, but is not limited to laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting, cleaning, evaluating person served, creating meaningful schedules, training/supporting individuals with individualized goals, educational goals, technology, locating and attending classes/local resources, locating volunteer opportunities, soft skills training, personal hygiene/grooming (which may include bathing, toileting, changing, dressing, oral hygiene), minor lifting/transferring with adaptive/safety equipment, transportation, mobility training, implementing behavioral plans, meeting designated deadlines, tracking goals through data collection, communicating information, following all mandated reporting requirements, maintaining strict confidentiality/privacy always, and completing required documentation.
- Proactively responds to persons served questions, concerns, training, and feedback confidently and independently.
- Seeks training/guidance/directives from management for emergency situations (serious illness, death, police involvement, etc.)
- Works collaboratively with all departments, including communicating any employee concerns to the employee engagement department.
- Trains, supports, and collaborates with the clinical team to best support persons served who experience behavioral/medical challenges which may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression.
- Participates in the after-hours line rotation and coverage support, as assigned.
- Follows all SAGE policies, procedures, mission, values, and beliefs to positively contribute to the highest quality of services and supports.

Standard Schedule/Expectation: Maintains a flexible weekly schedule either Sunday-Thursday or Tuesday-Saturday. **Typical work hours will be up to 40 hours a week, 4-5 days per week, between 8:00am-10:00pm, depending on services and support needs for everyone on assigned caseload.* The Supervisor position's weekly schedule is subject to change, based on scheduling needs of person served and within employee's designated availability with SAGE, unless deemed an emergency. SAGE is supportive of employee's having secondary employment and educational obligations; however, their availability must still meet the needs of the role hired to fulfill and not conflict with their current SAGE schedules or SAGE's conflict of interest policies. Requests to change employee availability after hired/promoted could result in status change or separation from the company if it is unable to be accommodated. The Supervisor position is 100% in person as scheduled, including the after-hours line, and remote work is not available in this role.



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Compensation Package: \$25.00/Hour

401 K Retirement plan, Federal Mileage Reimbursement, Travel Time, Birthday Bonus, Phone/Data Stipend, Health (+ *Employer Contribution*), Dental, Vision, and Aflac Insurance Options, Vacation Time, Sick Time, and Bereavement Time, Holiday Paid Time Worked.

Employee Printed Name

Employee Signature

Date

Management Signature

Date