

Martha's Vineyard Center for Living

Supportive Day Program Supervisor

Summary of Position

The Supportive Day Program (SDP) Supervisor is the team leader and supervises the staff and volunteers of the program, reporting to the Executive Director. The SDP Supervisor is responsible for the management and implementation of the SDP programs and activities within established state guidelines and complies with all local program guidelines and regulations.

The position is a salaried position based on 40 hours per week. The SDP Supervisor reports directly to the Executive Director.

Essential Functions

- Daily oversight and management of the Supportive Day Program to ensure that the work, methods and engagement with clients are technically accurate and that policies are being followed.
- Supervisor evaluates, assigns and directs a team of staff and volunteers to ensure the successful daily implementation of programs and activities.
- Establish and maintain staffing schedule and provide relevant oversight, feedback and evaluation of staff members to ensure the highest program quality. Additionally, oversee nutrition and transportation staff
- Provides training, guidance and feedback to volunteers assisting in the program.
- Intake assessments of potential clients for program appropriateness as well as working closely with care givers, families and COA Outreach Workers.
- Communicate with program clients, families and/or caregivers or other agencies involved in a client's care, to ensure client safety, comfort and well-being while participating in the Supportive Day Program.
- Works closely with clients, families and clinical staff to understand the individual needs and challenges of clients for optimal engagement and communication. The Supervisor communicates those goals and requirements to staff.
- Maintains program records, staffing schedules, staff attendance and track staff vacation or sick time.
- Maintains daily client records including attendance and transportation plan.
- Coordinates and monitors transportation arrangements for clients who opt to use the VTA Lift and SDP Van service.
- Communicate with the public to recruit volunteers and program presenters, including musicians, artists and representatives of other non-profits to develop and implement activities of interest for program participants.
- Innovative use of activity resources, particularly those best suited to the population served.
- Develop and maintain a monthly calendar of individualized activities that address the needs of clients, resulting in effective client engagement and assistance.

- Creative ability to develop and implement activities with flexibility to adapt to the individual and varied needs of the population served. Monitor and maintain a safe environment for clients.
- Understand and manage the physical and cognitive challenges of clients as they relate to activities and participation in daily programs.
- Manage kitchen and program van drivers
- Attend relevant trainings and workshop sessions as required.

Specific Program Activity

- Provides leadership to motivate staff and promote teamwork.
- Develops a daily activity schedule and calendar.
- Briefs staff on scheduled activities and priorities as part of daily staff meetings.
- Works with staff to motivate and engage clients in daily activities.
- Researches therapeutic activities and materials
- Maintains inventory of supplies and materials
- Recruits community members to present programs and activities.
- Plans and distributes the monthly activities calendar.
- Oversees the set up and break down of room space as planned activities require, ensuring that relevant supplies/equipment for activities are readily available.
- Works with designated staff to ensure set up, preparation and serving of the noon meal with consideration of individual dietary restrictions.
- Works with staff to assist participants with hygiene, bathroom use and other ADLs as appropriate including administering medications.
- Plans and assists in outings.
- Assists with cleaning up at the end of the day.
- Ensures client safety, and well-being while at the Center.
- Report any medical, cognitive or behavioral changes in clients to the Executive Director.

Supervision

Reporting to the Executive Director, the SDP Supervisor works independently to implement the outlined duties. Regularly communicates with the Executive Director on program participation, measurements and staff capabilities including any recommendations for employee training or discipline.

Confidentiality

The employee has regular access to a variety of confidential information, including client personal and medical records, in accordance with the State Public Records Law. Strict adherence to confidentiality policy is required.

Work Environment

The Supportive Day Program is operated in a building/space designed to meet the unique needs of clients, including recreation, dining and quiet spaces. There is ample storage space for supplies, equipment, and offices available to maintain confidential files and conduct confidential conversations. The SDP Supervisor oversees the optimal use of various programming spaces as well as the efficient use of staff to meet client needs. The Supervisor has a designated office space with a desk and computer.

Recommended Minimum Qualifications

Education and Experience

1. A master's degree in Recreation/Therapeutic Recreation, Gerontology or Social Work is preferred
2. A bachelor's degree with a minimum of five years' experience with older adults in recreational therapy or related field is required
3. Experience in activity planning and coordinating large and small groups and/or work with special needs populations, (older adults with physical and/or cognitive disabilities) is required
4. Demonstrated leadership skills to motivate staff and ensure teamwork are a must
5. Excellent interpersonal skills and ability to communicate with special needs/elder population.
6. Excellent verbal and written communication skills
7. Grant writing experience

Special Requirements

1. Basic computer skills, including the use of Word, Excel and Database is required
2. Shall be CPR trained and certified or shall become so upon assuming the position
3. Alz Essentials and Dementia Friends trained within 6 months of hire
4. Shall have working knowledge of wheelchair transfer techniques or shall receive training upon assuming the position.
5. Shall have a positive CORI check
6. Understand MOLST
7. Must have a current driver's license and speak fluent English
8. Be willing to train in van lift operation and drive MVCL van

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands

Frequent physical activity throughout the workday is required; strength and agility to participate in and carry out all activities, including moderate exercise. Must be able to reach, stand and walk for extended periods of time. Employee is occasionally required to climb or balance, stoop, kneel or crouch and must have the ability to assist frail elders with everyday tasks, i.e. walking, standing from a sitting position, transferring to and from a wheelchair. May be required to push a wheelchair.

February 15, 2019 Revised 1.14.25