

INCA Community Services

Job Description



Title:	Clothing Bank Supervisor	Reports to:	Program Director
Program:	RAVE (Career Opportunities)	Status:	Full-Time
Approved:	August, 2018	Wage:	(see Salary Scale)

Benefits: Health, Dental and Life Insurance, Sick and Annual Leave, Retirement Program (401k), FMLA, Military Leave, Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays for RAVE.

Job Summary: Responsible for the day-to-day operations of the INCA Clothing Bank. Supervises, oversees and follows individual's Individual Plan/IP's for their vocational services. Assists individuals with developmental disabilities in acquiring and maintaining individually prescribed self-help, socialization and adaptive skills necessary to successfully work in a vocational setting. Familiar with the individual's work goals and outcomes and maintain accurate, updated information on the individual. Advocate effectively for the persons being served.

This position has recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

- Responsible for the day-to-day operations at the Clothing Bank; assisting customers with clothing needs, paperwork, donations, etc.
- Supervises individuals with developmental disabilities in a vocational setting by providing assistance with the individual's production and training program at the Clothing Bank.
- Maintain a safe, clean and appropriate working environment by ensuring the Clothing Bank is clean and well organized.
- Assure all required paperwork is completed accurately and submitted in a timely manner both for the individuals being served as well as the Clothing Bank documentation daily.
- Medication administration (MAR) of medications as prescribed by the individual's physician and complete MAR sheets as soon as medications are given if required.
- Complete incident reports, report incidents immediately to the supervisor, do daily documentation sheets, complete seizure reports if applicable and any other documentation as requested by the agency and/or DDS for each individual served.
- Assist in training the individual in skills necessary to acquire vocational skills.
- Assist with cognitive tasks to prevent individuals from harming himself or herself.
- Assist with coordinating lists of services and supplies needed for the Clothing Bank.
- Assist with developing and assuring emergency plans are in place and helping to maintain safety by practicing fire and weather drills on a monthly basis and documenting.
- When a program vehicle is being used, mileage sheets and pre-trip inspection sheets will be used and turned in daily.

General Duties:

- Attend work punctually and regularly to provide consistency of service.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times, maintain professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated.
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

- Works under the supervision of the RAVE Program Program Director.
- Will supervise individuals with developmental disabilities in a vocational work setting.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Good role model for others.
- Courteous and professional manner with business, agency and community contacts.
- Work harmoniously with fellow employees to generate a productive, cohesive work environment.
- Treat all individuals with respect and dignity.
- Knowledge and understanding of DHS/DDSD policies and procedures to help better and work with individuals with developmental disabilities.
- Ability to read, interpret and implement program guidelines efficiently and effectively and make decisions in accordance with agency and DDSD policies.
- Report all cases of suspected abuse, neglect and/or exploitation for individuals with developmental disabilities.
- Ability to make routine decisions in accordance with agency and DDSD policy.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to deal effectively with the public.

Qualifications:

Education:

High school diploma or GED equivalent.

General:

- Valid Driver's License with good driving record.
- Bondable.
- Must complete mandatory training as required by DDSD policy and other training pertaining to the position as needed and/or required.
- Must pass the Community Service Registry, OSBI, pre-employment and drug screenings.
- Must be able to work a flexible schedule including some evenings and/or weekends if needed.
- Must be at least 18 years old.
- Applicant cannot be listed on the Sex offender registry or the violent offender registry.
- Physical, character references are required.

Physical Requirements: Employee must be able to:

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 essential functions.

- Must be able to perform the essential functions of the job.
- Sit or stand for extended periods of time.
- Hear and understand speech at normal levels with or without hearing aids.
- Speak so that others may understand at normal levels.

- Operate a motor vehicle.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, move and lift and/or carry 0 - 60 pounds to waist height.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Developmental Disabilities Behavior Acknowledgment

Acknowledgment: I have been made aware that people with developmental disabilities are capable of unpredictable as well as inappropriate behavior. I agree that I am voluntarily accepting such risk of being exposed to such inappropriate and/or harassing type behaviors and/or physically harmed by the individual and will report and discuss such behaviors with the Program Director immediately.

**Signature of
Employee:**

Date:

