

# INCA Community Services



## Job Description

<b>Title:</b>	<b>Clothing Bank Supervisor</b>	<b>Reports to:</b>	<b>Program Director</b>
<b>Program:</b>	<b>RAVE</b>	<b>Status:</b>	<b>Non-Exempt Full Time/Full Benefits</b>
<b>Approved:</b>	<b>December 29, 2014</b>	<b>Wage:</b>	<b>(see Salary Scale)</b>

**Job Summary:** Responsible for the day-to-day operations of the Clothing Bank. Supervises, oversees and follows the individual's IP/Individual Plan. Assists individual(s) 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 their goal's and maintain accurate, updated information on the individual as well as advocate effectively for the person being served.

**Essential Functions:** *The bellow 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.*

1. Responsible for the day-to-day operations at the Clothing Bank; assisting customers with clothing needs, paperwork, donations, etc.
2. Supervises individuals with developmental disabilities in a vocational setting by providing assistance with the individual's production and training program at the Clothing Bank.
3. Responsible for the supervision of the janitorial contract with DHS in Coal County 4 days per week to ensure the contract needs are being met
4. Maintain a safe, clean and appropriate working environment by ensuring the Clothing Bank is clean and well organized.
5. 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.
6. Medication administration of medications as prescribed by the individual's physician and complete MAR sheets as soon as medications are given if required.
7. Complete incident reports, report incidents immediately to 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.
8. Assist in training the individual in skills necessary to acquire vocational skills.
9. Assist with cognitive tasks to prevent individual from harming himself or herself.
10. Assist with coordinating lists of services and supplies needed for the Clothing Bank.
11. Assist with developing and assuring emergency plans are in place and helping to maintain safety in the by practicing fire and weather drills on a monthly basis and documenting.
12. When a program vehicle is being used, mileage sheets and pre-trip inspection sheets will be used and turned in daily.

### General Duties:

1. Follows DHS/DDS policies and procedures to help better understand and work with individuals with developmental disabilities.
2. Serve as a good role model for individuals served.
3. Treat all individuals with respect and dignity.
4. Report all cases of suspected abuse and/or neglect with developmental disabilities.
5. Act in a courteous and professional manner with business, agency and community partners.
6. Work harmoniously with fellow employees to generate a productive, cohesive work environment.
7. Attend work punctually and regularly to provide consistency of service.
8. 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.
- 9. At all times maintain professional attitude and confidentiality of all records and information.
- 10. Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- 11. Perform other program-related assignments as designated
- 12. Present a positive image of the agency to members of the community.

**Supervisory Relationships:**

Works under the direct supervision of the Program Director and will supervise individuals with developmental disabilities in a vocational setting daily.

**Knowledge and Skills:**

1. Ability to read, interpret and implement program guidelines efficiently and effectively
2. Ability to make routine decisions in accordance with agency policy.
3. Ability to handle highly stressful and sensitive situations in a professional manner.
4. Knowledge of automated data processing procedures, systems and computer operations required.
5. Knowledge of the internet, e-mail, and web sites required
6. Ability to deal effectively with the public

**Qualifications:**

**Education:** Graduation from High School or GED equivalent.

**Experience:**

- Experience in communication and record keeping.
- Willing to participate in training as assigned by the immediate supervisor.
- Must have completed or complete all mandatory training as required by DDS policy to work with individuals with developmental disabilities.

**General:**

- Must be at least 18 years old.
- Must have reliable transportation with at least liability insurance, a good driving record and a valid Oklahoma driver's license.
- OSBI, MVR, Community Service Registry and Drug/Alcohol Testing clearance required.
- 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:**

- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, move, lift and/or carry 0 to 50 pounds to waist height if needed.

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**Acknowledgment:** I acknowledge receipt and understand the contents of this job description. 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 by the individual. I will report and discuss such behaviors with the Program Director immediately should they occur while I am working.

**Signature of Employee:**

**Date:**