

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Housing Supervisor	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Gateways	<b>W/C#</b>	8810
<b>EEO CODE:</b>	2	<b>GRADE LEVEL:</b>	390

**PRIMARY FUNCTIONS:**

Under the supervision of the Associate Director, the Senior Housing Supervisor (SHS) core function is the supervision of Housing Case Manager I and II. The SHS is responsible for ensuring that residential housing programs and resident file documentation follows all contractual and regulatory obligations.

**SPECIFIC DUTIES:**

1. The SHS will provide regular supervision of Housing Case Managers I and II (HCM I and II) through supervisory meetings and file monitoring and review, in accordance with funding regulations and agency policy and procedure.
2. The SHS will participate in the hiring process in accordance with agency policies that support program staffing.
3. The SHS will mentor new staff to all program operations and compliance regulations, agency and program policy and procedures, and program goals and objectives, following the completion of agency trainer requirements.
4. The SHS will ensure that the development and implementation of service plans and service plan reviews attached to each respective program are consistent with program goals and objectives and are of maximum benefit to the residents.
5. The SHS will be responsible for the creation of Admission Notes for residents entering Congregate Care Level II housing in accordance with program regulations and agency policy and procedures.
6. The SHS will review resident files within 28 days of admission as a support to HCM's and to ensure the file follows program regulations, policies, and procedures.
7. The SHS will monitor, evaluate, and complete performance evaluations for HCM's in accordance with agency policy and procedure.
8. The SHS will identify problems related to resources, training, and personnel with a plan of corrective action.
9. The SHS will be responsible for the oversight of internal and external documents (i.e. assessments, ISP, SPR, and Physician's Authorization's renewals) and ensure accuracy and compliance, accepting those documents through signature.
10. The SHS will make written recommendations to policy development and/or revision based on experience and a working knowledge of agency policy, procedure or business practices.
11. The SHS will meet with Quality Management for scheduled Utilization Management Reviews and Incident Review and participate in accordance with agency policy, procedure, or business practices.
12. The SHS will monitor Resident Case Manager file documentation to ensure compliance with agency policy, procedure, or business practices. SHS will verify, file audits since last SPR, at case transfer and at discharge.
13. The SHS is responsible for the day-to-day monitoring of the licensed program and will participate in the QM&C scheduled monitoring upon request.
14. The SHS is responsible for the initial household and/or room set-up and on-going monitoring of supplies for all Congregate Care Level II programs.
15. The SHS assists in the completion and submission of documents required for licensure and relocation.
16. The SHS is responsible for ensuring HCM's follow Administrative Services policies, procedures, or business practices.
17. The SHS is responsible for ensuring HCM's follow Quality Management & compliance policies, procedures, or business practices.

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18. The SHS will chair weekly HCM staff meetings and provide detailed agendas inclusive of agency announcements, community-based education / resources, and agency policy or procedure as applicable.
19. Other duties as assigned.

**TITLE OF DIRECT SUPERVISOR: Associate Director**

**QUALIFICATIONS:**

QMHS qualified: Associates degree in Human Services or related field.

Three years' experience in Human Services field including at least one-year experience in a related supervisory position.

Bachelor's Degree and relevant experience preferred.

A combination of education and experience may be substituted at this discretion of the Executive Director.

**ADDITIONAL REQUIREMENTS:**

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Ability to understand the concept of "mandated reporter" and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect.
- Correctly follow procedures for mandated reporting and responding.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDD's corporate compliance and ethics program.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.