



## **Community Supports FRONTLINE SUPERVISOR**

**Position Summary:** Under the supervision of the Community Supports Supervisor, the Frontline Supervisor will support, monitor and supervise the Direct Service Providers as well as design, implement, monitor, and evaluate community support services that help people live as valued, contributing and self-determined members of their community.

### **Essential Responsibilities:**

- 1) Supervise Direct Service Providers (DSP)
- 2) Direct Supports
- 3) Facilitate Consumer Support Networks
- 4) Program Planning and Monitoring
- 5) Scheduling and Payroll
- 6) Health and Safety
- 7) Coordinate Policies, Procedures and Rule Compliance
- 8) Administrative Duties
- 9) Financial Activities

**HOURS OF WORK: Full time, 40 hours a week.** Must be available to work flexible hours, as needed. Some evening, on-call, direct care and weekend work is required.

### **EMPLOYMENT BENEFITS:**

Paid Vacation Leave	Paid Sick Leave	Paid Holidays
Personal Leave	Employee Assistance Program	Agency paid Life Insurance
Dental Insurance Available	Major Medical Insurance	Jury Duty/Funeral/ Leave

### **MINIMUM QUALIFICATIONS:**

**Education:** Associates degree in developmental disabilities, special education, psychology, human services or related field.

**Experience and Skills:** Three years' paid work experience providing direct service for persons with intellectual and/or developmental disabilities. Three years supervisory experience. May substitute three years' paid work experience providing direct service for persons with intellectual and/or developmental disabilities and five years supervisory experience for education.

**Licensure, Certification, Registrations and pre-hire requirements:** A current TB test; valid Alaska driver's license with five (5) years licensed driving experience; acceptable driving record according to agency standards; proof of state minimum required automobile insurance; clear background history according to the State of Alaska Background Check Program; five verifiable professional/personal references.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in intellectual/developmental disabilities, special education, psychology, human service or a related field. Credentials from the National Alliance for Direct Support Professionals. Past work experience developing plans of care; writing goals and objectives and documenting progress towards meeting goals.

**MSSCA is an equal opportunity employer and we value diversity. All employment is decided on the basis of qualifications, merit and consumer need.**

Applications, transfer requests and complete copies of the job description can be obtained at the main office: Mat-Su Services for Children and Adults, Inc., 1225 W. Spruce Avenue, Wasilla, AK 99654. You may also apply for the position from the employment tab on our website at [www.mssca.org/apply](http://www.mssca.org/apply).

**Close Date: 1:00 PM Friday, March 1<sup>st</sup> 2021**