



Job Posting

Posted: 12/14/2020 – Closing Date: Until Position is Filled

Job Title: Team Leader – ASL / Program Specialist
Department: Delaware Residential Services
Reports To: Residential Director, Delaware Programs and Services
FLSA/Internal Code: Exempt, Full Time Position / L7
Salary Range: Salary is commensurate with experience

Summary of Responsibilities:

The ASL Team Leader works under the supervision of and in collaboration with the Director of Residential Services to assure efficient management of the daily logistical operations for an assigned group of American Sign Language Proficient or other Residential Programs. The ASL Team Leader manages staffing coverage and schedules, payroll functions, maintenance and vehicle management, petty cash, medical appointments/care and other daily operational functions. The ASL Team Leader is directly responsible for the management and supervision of the duties of Direct Support Professionals assigned to the Residential Sites providing support to a ASL residential based program.

Qualifications: Minimum qualifications include:

Bachelor's Degree in Human Services or related field desirable but not required as a condition of employment. Minimum four years work experience in the field of IDD and/or MH. Minimum four (4) years supervisory experience, preferably in Residential Programs, supporting the needs of adults with IDD or MH who are Deaf or hearing impaired. Demonstrated ability to manage multiple Residential Programs, including both the personal and operational needs of adults living both independent and in shared living arrangements. Successful candidates must be ASL fluent. Incumbents are responsible to ensure a valid driver's license with no less than 3 years of a clean driving record with no restrictions on driver's license. This position may be required to transport individuals in their personal vehicle. Incumbent's vehicle must meet the State's minimum requirements for maintaining valid automobile insurance and current vehicle registration.

Summary of Responsibilities:

- Ensures Quality Assurance visits to primarily ASL Residential Programs to include weekends and hours outside of 9am to 5pm on weekdays;
- Develops and maintains staffing schedules, monitors and approves payroll for all direct reports and provides supportive supervision to ASL proficient staff assigned to the Residential Program(s);
- Responsible for the recruitment, interviewing and orientation processes for ASL proficient staff assigned to the Residential Program(s);
- Completes and submits the weekly census reports, weekly audits of petty cash and submits petty cash reports;
- Completes monthly audits for all Individuals' personal finances and monitors individual's funds on a weekly basis in Therap;
- Manages the vehicle maintenance and monitoring functions for the Residential Programs. Completes maintenance requests for the Sites;
- Coordinates all staff training, meetings and ensure regulatory compliance;
- Completes Weekly Medication Inspections for all assigned homes, coordinates the Monthly Cycle Medication change and inspections and completes the MAR Reviews and Practicum observations as assigned;
- Participates in LSP and other Team Meetings. Coordinates and attends team meetings with other managers. Collaborates with the Health Care Administration on staffing and documenting medical appointments in Therap. Keep an accurate Outlook calendar to highlight scheduled meetings, medical appointments and specific due dates;
- Maintains effective working relationships with peers, supervisors and direct reports by encouraging and modeling professional interactions that reflect accountability, trust and respect;
- Sustains an organizational culture of integrity that promotes direct and open communication, participation in decision-making, transparency in operations, and encouragement of appropriate discretionary judgment and innovative ideas and solutions;
- Strong presentation skills, interpersonal, problem solving skills and ability to work independently and as part of a team. Supports the ongoing initiatives of Programs and Services;
- Reasonable accommodations may be made to assist persons with disabilities to perform the essential functions of this job as outlined. All positions are subject to the availability of county/state/federal funding.

External candidates interested in applying for positions may apply on CI's Careers portal by going to <http://tiny.cc/DETeamLeadASL>. Internal applicants (employees) should complete an application through the HR/Payroll system (Paycom). Questions regarding this position or Careers at CI may be sent to recruit@ciinc.org.

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