

**ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD**  
**POSITION DESCRIPTION**

**POSITION TITLE: CTH Supervisor**

**FULL TIME POSITION: Residential Department**

**GENERAL PURPOSE OF THE JOB:**

Under general supervision of the ARD, the CTH Supervisor is responsible for overall, day-to-day management of the assigned CTH and assigned residents.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. To provide a high standard of care and a home-like environment for individuals residing in the CTH II on a 24 hour basis.
2. Supervises, manages, and directs staff of the facility to ensure quality care.
3. Participates, when necessary, in direct care activities and daily functions of the CTH II.
4. Provides for the health, safety, and accountability of each resident.
5. Ensures the provision of individuals' human and legal rights.
6. Directs and participates in habilitation plan development.
7. Scheduling and attending staff meetings.
8. Assist ARD in parent communication and information support.
9. Supervises the administration of housekeeping and facility maintenance.
10. Complies with Board and regulatory agency policy.
11. Supervises and records the follow-through of administrative directives or service directives issued by Management.
12. Provides for vehicle maintenance, inspection, and related safety procedures.
13. Documents all unusual incidents and notifies the appropriate person on duty, and follows up on action needed to rectify cause or causes of incident (e.g., referring individual in need of behavioral program to ARD).
14. Supervises and assists in any and all special recreational activities (e.g., community trips, parties, holiday celebrations, etc.) upon being informed of such activity.
15. Schedules staff and directs all daily schedules including individual training activities, housekeeping, etc.
16. Schedules additional staff and informs staff on duty of medical appointments or other appointments requiring client accompaniment and/or transportation.
17. Keeps a calendar of all client appointments when received from nurses, ARD, doctors, dentists, or therapists, etc.
18. Reports all incidents of abuse (see abuse reporting procedure).
19. Assures documentation required is completed by staff on a daily and regular basis.
20. Makes inventory of all home equipment and personal items of individuals as mandated through policy and procedures.
21. Consults with ARD regarding disciplinary actions for all home staff as needed.
22. Read and review unit files at least monthly.

**SKILLS AND ABILITIES:**

- High School Diploma or GED.
- Valid SC drivers license with good driving record.
- Ability to supervise staff effectively.
- Ability to work well with others.
- Ability to work and communicate effectively with residents, staff, advocates and families.
- Ability to express ideas clearly and concisely.
- Good written and verbal communication.
- Ability to organize, plan and administer.
- Ability to work flexible hours and work in other facilities

**Physical abilities required include:** Climbing, repetitive motion, standing, walking, lifting, grasping, and hearing, visual acuity, speaking, writing, reading, kneeling, reaching, turning and bending. These employees may be subject to verbal, physical or emotional assault by persons served and may be required to wear protective clothing. As a requirement of continued employment, these employees must be able to attend and complete in-service training as dictated by state, federal and Board regulation.

**COMPENSATION** – Salary, exempt from overtime.

**SUPERVISORY RELATIONSHIP** - Reports to Associate Residential Director, Residential Director.

**ALL EMPLOYEES ARE EMPLOYEES AT-WILL AND ARE FREE TO LEAVE THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL. AS A CORRESPONDING RIGHT, THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD HAS THE SAME RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL.**

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Human Resources

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Date

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Employee Signature