

WILLOWS WAY, INC.

Quality Supports for Individuals with Developmental Disabilities

ISL Supervisor - Full time

(In home service for 3 clients in St. Peters, MO)

\$14 per hour (Sunday 11pm thru Friday 5pm)*

\$14.75 per hour (Friday 5pm thru Sunday 11pm)*

***Asleep shifts : \$7.70 per hour for all asleep shifts**

QUALIFICATIONS

- The ISL Supervisor must be at least 18 years of age and have the minimum qualification of an Associate Degree in a human service field i.e. social work, psychology, counseling, education, nursing (OR) 60 hours toward a Bachelor degree in a human service field (including 6 classes in human services field) AND 1 year full time equivalent work experience with people with developmental disabilities.
- Reliability, kindness, compassion, patience and a positive role model
- Good communication skills
- Financial math skills
- Flexibility is a must (Some on call duties and rotating weekends)
- Valid Driver's License and ability to obtain Class E license within 3 weeks of hire, vehicle insurance and reliable transportation required (reliable vehicle required on all shifts)
- Work hours may include days, nights, weekends and holidays
- Supervisory experience preferred
- Clients require physical assistance as they utilize wheelchairs.

CORE RESPONSIBILITIES

- Train and Supervise Support Specialists (Direct Support Professionals)
- Assist clients with developmental disabilities with daily life activities including personal care, household chores, shopping, and recreational and social activities.
- Assure daily activities are completed by all staff supporting the clients
- Assure all clients' doctor appointments are scheduled and completed and they are supported in maintaining a healthy lifestyle.
- Assure all information in the client's books and on Therap (online data) are kept updated and inform the Program Manager of any changes in the client's life
- Monitor client's spending and maintain accurate ledgers assuring all bills are paid on time

MAIN OFFICE LOCATION

WILLOWS WAY | 800 FRIEDENS ROAD | SUITE 100 | ST. CHARLES, MO 63303 | 636-757-0511

WWW.WILLOWSWAY.ORG

To apply, send completed Willows Way application (downloadable from website) to the address above or fax to 636-757-0512 or e-mail to hr@willowsway.org or you may stop by our office between 9am and 4pm Monday - Friday to complete an application.

*Resumes without completed applications may not be considered.

*Willows Way, Inc. is an at-will equal opportunity employer,
in compliance with federal and state employment laws. (EOE/AA)*