

Position: Youth Service Worker Supervisor

Reports to: Director of Residential Services

Location:

TN School for the Blind
115 Stewarts Ferry Pike
Nashville, TN 37214

Job Overview

Summary: Responsible for supervision of staff who provide the care, oversight, and safety of special needs students at the special schools. Monitors staff and student involvement in recreation activities as well as student instruction in activities of daily living. Coordinates staff placement throughout the day. Creates and leads performance management for the youth service workers. Participates in supervisory meetings with the Director of Residential Services. Ensures cottage staff maintain proper documentation of cottage needs and activities.

Distinguishing Features: This is the supervisory-level classification of the youth service worker series. An employee in this class is assigned to supervise youth service workers within multiple cottages. The youth service worker supervisor works 12 months.

Minimum Qualifications

Education and Experience: Education equivalent to graduation from a standard high school. Two years of experience working as a Youth Service Worker II or equivalent experience in a leadership or supervisory role working with persons with visual impairments or other disabilities.

Preferred Qualifications

Education and Experience: Two or more years of college.

Work Activities

Judging the Qualities of Things, Services, or People:

1. Assists in creating SMART goals for staff used to manage staff performance and behavior.

Making Decisions and Solving Problems:

1. Makes staff and student placement adjustments in order to establish the most productive student-staff relationship.

Thinking Creatively:

1. Assists in developing new recreational activities for students and opportunities for community engagement.

Resolving Conflicts and Negotiating with Others:

1. Helps resolve conflict between the students and staff through mediation techniques.
2. Helps resolve conflict between coworkers.

Training and Teaching Others:

1. Supports the staff in the instruction of students in activities of daily living such as personal hygiene, cleaning, organization, kitchen skills and cooking.
2. Supports students in the development of appropriate social interaction skills and development of recreation and leisure activities.
3. Assists in leading in-service training to new staff.
4. Creates ongoing opportunities for staff training as needed.

Organizing, Planning, and Prioritizing Work:

1. Provides staff with timelines and completion dates for paperwork and projects.
2. Assists staff in prioritizing duties and activities in the cottages.

Providing Consultation and Advice to Others:

1. Consults with students' educational team as needed to provide information to help assist with educational development.
2. Consults with supervisory team with cottage issues such as team disputes, student concerns, etc.

Evaluating Information to Determine Compliance with Standards:

1. Evaluates staff on instruction of daily living activities to determine sufficiency in skills and gives feedback to staff in order to modify tasks as needed.

Documenting/Recording Information:

1. Keeps documentation of staff performance and any disciplinary or corrective communications with subordinate staff.
2. Keeps documentation of updated cottage rosters and staff placement.

3. Submits daily report to Director of Residential Services regarding daily supervisory activities.
4. Observes and records difficult or unsafe student behaviors to report to leadership as needed.

Establishing and Maintaining Interpersonal Relationships:

1. Establishes meaningful working relationships with coworkers, supervisors, and families of students.
2. Maintains confidentiality of student information.
3. Establishes and maintains respectful and professional relationships with staff and students.

Communicating with Supervisors, Peers and Subordinates:

1. Maintains professional written and verbal communication with co-workers, supervisors, and families of students.

Developing and Building Teams:

1. Assists in assigning staff to cottages at the beginning of the school year.
2. Encourages success in others and models effective performance to assigned subordinates.

Guiding, Directing, and Motivating Subordinates:

1. Provides support and guidance to staff on interaction with students, families, and instructional staff.

Monitoring Processes, Materials, or Surroundings:

1. Monitors cottages and life skills center to determine maintenance needs and reports issues to maintenance department as needed.
2. Monitors student surroundings to determine safety and adjust as needed.

Interacting With Computers:

1. Uses electronic office productivity software (Word, Excel) to perform daily tasks as needed.
2. Enters time and leave requests in electronic databases as required.
3. Maintains organization of electronic files.
4. Approves staff time and leave requests.

Communicating with Persons Outside Organization:

1. Communicates with families as needed to discuss progress on daily living activity skills, behavioral updates/issues, student scheduling, etc.
2. Establishes connections with community programs or organizations to develop student community engagement activities.

Updating and Using Relevant Knowledge:

1. Attends staff trainings at start of school year and mandatory in-services as required.
2. Maintains first-aid CPR certification.

Performs Administrative Activities:

1. Prepares yearly informational packets for students' families that details TSB information, activities and residential policies.

Performing General Physical Activities:

1. Serves as a sighted guide to students around campus as needed.
2. Provides physical assistance to students as needed with showering, diapering, dressing, feeding, toileting. This may include picking up students and student limbs.
3. Assists students with ambulatory equipment as needed. This may include transfer from wheelchair to chair or bed.
4. Swims with students during recreation activities.

Operating Vehicles, Mechanized Devices, or Equipment:

1. Assists with operation of ambulatory equipment as needed.
2. Operates motor vehicle to transport students to outings.

Handling and Moving Objects:

1. Carries and handles boxes during cottage move-in and move-out.
2. Handles objects as needed as part of daily living activity training.

Competencies (KSA's)

Competencies:

1. Confronting Direct Reports
2. Integrity and Trust
3. Problem Solving
4. Conflict Management
5. Written Communications
6. Approachability
7. Composure
8. Ethics and Values
9. Decision Quality
10. Directing Others
11. Priority Setting
12. Fairness to Direct Reports

Knowledge:

1. Working knowledge of clerical duties, such as word processing, managing files and records, and email.

Skills:

1. Organizational skills
2. Working teaching and coaching skills
3. Time management skills
4. Keyboarding skills
5. Social perceptiveness skills
6. Judgment and decision-making skills
7. Active listening skills
8. Active learning skills
9. Service orientation skills
10. Working verbal and written communication skills
11. Basic swimming skills

Abilities:

1. Oral expression ability
2. Written expression ability
3. Oral comprehension ability
4. Written comprehension ability
5. Problem sensitivity ability
6. Stamina – ability to stand for up to nine hours with intermittent sitting breaks.
7. Static strength – ability to pick up at least 40 pounds and up to 80 pounds with assistance.
8. Ability to visually monitor safety of students.
9. Ability to auditory monitor safety of students.

Tools and Equipment Used

1. Computer
2. Phone
3. Vehicle
4. Printer
5. Kitchen equipment
6. Washer and dryer
7. Household cleaning equipment
8. Mobility aides

Other office related equipment as required



Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Kim.Stein@tsbtigers.org

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