



**POSITION DESCRIPTION:** Night Supervisor

1. **IDENTIFYING INFORMATION**

- a. Revision Date: June 2010
- b. Department: Lifestyle Support
- c. Main Office Location: 644 Ireland Road, Simcoe, ON, N3Y 4K2
- d. Main Office Phone: (519) 426-5000
- e. Base Work Location: Various Locations
- e. Base Work Phone: (519) 426-5000
- f. Position Number:
- g. Present Classification: Night Supervisor
- h. Working Title: Night Supervisor
- i. Position Type: Part Time

2. **POSITION SUMMARY** (Provide an overview of the position, indicating the position that is reported to, the purpose of the work, and the major responsibilities of the job).

Under the direct supervision of a Support Co-ordinator, the Night Supervisor is responsible for ensuring the safety and security of People supported during the over night hours, **and the employee works as part of an Association wide habilitative team.** As part of the Lifestyle Support staff team, the incumbent works primarily alone. Direct involvement with the People supported primarily occurs in the morning, with the incumbent providing assistance as required in facilitating completion of each individual's specific routine.

3. **POSITION DUTIES AND RESPONSIBILITIES** (List main duties, describing WHAT is done, HOW it is done, and where applicable WHY. Include an estimate of the percentage of time devoted to each duty). This position encompasses 3 major components.

3.1. **Interaction Style**

- **Prevails throughout the course of all job duties.**
- **Provides support within a Personal Outcomes Measures context.**
- **Establishes and maintains rapport with all people in receipt of support through formal/informal interactions to enhance the support relationship.**
  - **Talks with, praises and encourages improved/successful completion of tasks in order to reinforce the individual's self-confidence in his/her ability to accept and satisfactorily fulfil responsibilities.**
  - **Provides support and encouragement in an ongoing manner.**
  - **Works as part of habilitative team offering assistance to fellow staff and staff of the other services involved with the people receiving support.**
  - **Presents as an appropriate role model as evidenced by objective interaction styles, inter-staff relationships and dress.**
  - **Develops and maintains sound working relationships with other NACL personnel and services.**

### **3.2 Responsible for providing quality care and support to individuals 90%.**

- Transport Participant to day services or appointments as required.
- Ensure goals and philosophy of NACL are followed and upheld.
- Coaches People supported in completion of all morning routines.
- Responsible for administering medications to People supported following the policy and procedures of NACL.
- Responsible for safety and security of People supported during the night shift.
- Remains awake during the shift.
- Maintains safety and security of the premises during the shift.
- Maintains confidentiality of all records and events taking place.
- Responds to emergency situations as required.
- Do housekeeping duties during the night shift as required.
- Ensures People supported have a nutritional breakfast, and as appropriate within individual specific dietary guidelines.
- Represent the agency in a professional manner when dealing with family members, People supported, other NACL services and the public in general.
- Attends staff development activities and staff meetings as required.
- Works in a manner, which assists the counselling staff in meeting the needs of the people supported in the awake hours.
- Ensures People supported have all necessary supplies to take to their day service (i.e. lunch, money, appropriate dress, etc.).

### **3.3 Maintain Accurate and up-to-date records. 8%.**

- Review MARS to ensure complete medication administration documentation are complete.
- Reads daily shift log at the beginning of each shift of work.
- Provide reports as required by the Support Co-ordinator.
- Keeps accurate, thorough notes in daily log books.
- Makes entries in financial ledgers as required.
- Makes entries on people supported files and other documents as required.
- Fills in required forms re medication, accidents/incidents as required.
- Completes daily time sheets, on a daily basis, and submits to main office within prescribed timelines.
- Completes Night Supervisor checklist, nightly

### **3.4 Provide input into the Lifeplan/My Journey process as required. 2%.**

- Provide information on needs and progress related to people supported during shift.
- Implements training or action plans and/or guidelines as required

### **3.5 Health Care & Safety**

- Administers medications per NACL policy and procedures in order that each person receives prescribed medications to ensure his/her health and well being.
- Administers minor health care procedures following established procedures as required.
- Arranges for all exceptional and/or emergency medical and health care needs to be met as applicable to each person being supported.
- Identifies any noted concerns regarding diet.
- The incumbent may be asked to sit as a member of the Health & Safety Committee.
- Maintain safe working practices and conditions, noting any concerns to the manager.
- Conduct/partake in fire drills as required by legislation.
- Administer First Aid as required.

### 3.7 Transportation

- Ensures people use the transportation related services arranged to meet their presenting needs.
- Coaches people in responsibilities involved in using public, Agency or private transportation.
- Transports people in personal vehicle as needed.
- Uses NACL vehicles to transport people as required and reports any damage of vehicles to the Director, Lifestyle Services.

### 3.8 Support Service Responsibilities

- Fosters active participation of people in their own home.
- Maintains the home in line with the interests and desires of the occupants, in a manner, which is conducive to cooperative, successful small group living.
- Makes a concentrated effort to ensure the home is well kept and complimentary to the neighbourhood.
- Encourages active participation in the local community as indicated in the Life Plan/My Journey or as identified by the person being supported

## 4. COMPLEXITY

### a. Skills/Expertise Required:

What knowledge and skills are required to perform the duties of the position? (eg. shorthand skills, knowledge of research techniques)

- Ability to read and write English.
- Knowledge of medication and ability to administer.
- Knowledge of counselling and problem solving skills.
- Basic knowledge of sign language and augmentative communication as required.
- Able to implement teaching strategies and/or guidelines as required.

What machines and equipment are used and what percentage of time is spent on each?

- Ability to operate household appliances ie. washers, dryers, stove etc. 5%.
- Ability to operate mechanical lifts, wheelchairs, etc. as required.

### b. Guidelines:

List the directives (policies, regulations, statutes, procedures, manuals) that are used in the position and state how they are used.

**NACL Policies & Procedures Manual with specific reference to the Lifestyle Support section.**

### c. Originality:

Describe those duties that require creativity or originality, including any examples of independent research, development of new methods or techniques etc.

- Counselling skills.
- Report writing.
- Implementing established teaching strategies and guidelines to advance Lifeplan/My Journey Outcomes goals.

**5. SUPERVISION RECEIVED:**

- a. Immediate Supervisor: **MA20 or 21 or 22**  
Position No.

**Support Co-ordinator,**  
Position Classification

- b. What type of instruction or direction is received as to how the work is to be done?
- Orientation to new position by working alongside an experienced staff.
  - Staff training opportunities.
  - Supervision and orientation by Support Co-ordinator.
- c. How is the work of this position reviewed, how often, and by whom? (eg. spot checks, upon project completion).
- Staff meetings.
  - Spot checks.

**Discussions.**

- Formal performance appraisals once per year. (EPAS)
- d. What is the work reviewed for? (eg. technical accuracy, implication of decisions)
- Ensure that quality care and support are provided.
  - Assistance with problem areas arising.
  - Adherence to NACL policy and procedures.

**6. INDEPENDENCE/DECISION MAKING:**

- a. What kinds of (a) decisions, or (b) recommendations are made by the position and how often are these made? (Give examples)
- Ability to respond appropriately in emergency and crisis situations per NACL policy and procedure.
  - Ensure safety and well being of people supported.
- b. What kinds of decisions, issues or problems are referred to the supervisor? (Give examples).
- Problem areas that arise in performance of duties.
  - Situations that could potentially negatively effect a Participant.
  - Reports back to supervisor immediately after responding to an emergency/crisis situation.

**7. SUPERVISION EXERCISED:**

Nature of Work Supervised: Non-supervisory role. List the position numbers, classification, and working titles of positions directly supervised by the position under review.

Show the supervisory responsibilities of the position (if any) by putting an x in the appropriate area.

- \_\_\_ instructs employees in work methods and procedures
- \_\_\_ identifies and takes corrective action on performance problems.
- \_\_\_ establishes quality and quantity standards and ensures that they are met.
- \_\_\_ allocates staff to meet fluctuations in work requirements.

- \_\_\_ establishes work priorities and schedules.
- \_\_\_ plans for unit resources, ie. material and human.
- \_\_\_ assigns work to ensure continuity of workflow.
- \_\_\_ develops or assists in developing unit objectives.
- \_\_\_ formally appraises employees' performance and discusses appraisal with them.
- \_\_\_ coordinates work with other units.
- \_\_\_ participates in the interviewing and selection of new employees.

**8. QUALIFICATIONS:** (State the requirements of the position and not those of the incumbent.)

- a. Education:(the minimum level of education necessary to adequately perform the duties.)
  - Secondary School Graduation Diploma (OSSGD) or equivalency
  - Completed certificate/diploma in a related field preferred.
- b. Training or Experience: (the kind and number of years required).
  - Experience working with individuals who have a developmental disability, preferably at least one year.
- c. Licenses/Certificates (eg. trade certificates, drivers license, etc.)
  - First Aid Certificate.
  - CPR Certificate.
  - Certified to administer medications within NACL.
  - Valid Class F driver's licence
- d. Any other special requirements necessary to do the job (eg. heavy manual work, shift work).
  - Ability to ensure safety of people supported who are having seizures.
  - Assisting individuals with minor physical limitations.

**9. Health and Safety**

The incumbent may be elected to be a member of the JHSC or asked to act as a worksite rep and perform inspections.

It is the obligation of every employee to observe the safety rules of NACL, to perform their work in a safe manner and to take an active part in protecting themselves, the people supported, their fellow workers and NACL facilities. The employee's responsibility for safety includes the following:

- a) It is the responsibility of all NACL direct care and administrative staff to work safely, and report all unsafe, unhealthy or potentially unhealthy conditions;
- b) Be certain that the work assignment/activity does not create a condition that could be injurious to themselves or to others;
- c) Be familiar with and abide by the policy and procedures outlined in the NACL Policy and Procedures Manual;
- d) Follow the instructions of their supervisor and/or work procedure guidelines to ensure the safe performance of a given task;
- e) Report all injuries, regardless of severity, to the immediate supervisor as soon as possible and cooperate with any investigation made to determine cause and future preventative measures;
- f) Use of all personal protective equipment provided and maintain this equipment in a satisfactory manner;
- g) Advise the supervisor of any unsafe conditions;

- h) Being alert to dangers. Exercise due care with attention to detail while performing all aspects of the job;
- i) Correct possible hazards before they happen. Document that this has taken place in the site specific Communication Book or by way of a memo to the supervisor in departments where no communication book exists. The job descriptions for all direct care staff and administrative staff include a specific section on Health and Safety responsibilities.

**10. CERTIFICATIONS:**

The foregoing information is an accurate and thorough description of the duties and responsibilities of this position.

DATE	INCUMBENT'S SIGNATURE	SUPERVISOR'S SIGNATURE

Manager, Lifestyle Services or Executive Director's Comments:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature)*

JD:NIGHT.SUP