

Developmental Foundations, Inc.

JOB VACANCY NOTICE



Developmental Foundations, Inc. is currently accepting applications for the position of **SUPERVISOR**.

Minimum Requirements: High school diploma or GED, plus one year direct experience working with developmentally disabled individuals. The applicant will be required to complete OIG Investigative Skills training for certification, earn internal company certification as a pre-survey QA auditor, and complete internal company training modules. Previous Habilitation Aide training, or previous management, supervisory, or Human Resources experience is preferred. Must be able to lift above 100 pounds, be able to stoop, bend, kneel, squat, and crouch.

Responsibilities: The Supervisor's primary duties are to provide quality services to our clients, supervise maintenance and housekeeping needs, oversee medical appointments for clients, ensure staff training, monitor employee performance, schedule staff, ensure client medication is administered and documented, and other necessary duties relating to the overall operation of the home to enhance our client's skill development, health, freedom, and personal dignity. Additional Administrative tasks include completing and sending appropriate forms and receipts to Central Office and complying with State and Federal regulations and laws.

Company/Location: Developmental Foundations, Inc.
Tull House - Charleston

Please mail your resume or application to:

Josh Rieman
Developmental Foundations, Inc.
PO Box 3458
Champaign, IL 61826-3458

The Alan G. Ryle Companies do not discriminate on the basis of race, color, sex, national origin, age, or handicap in admission to or treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution.