



Lillie Rice Center, Inc.

Job Description

Title: GROUNDSKEEPING SUPERVISOR/LABORER

Immediate Supervisor: Adult Services Director

Supervision Given: Program Participants and others as assigned

Requirements:

Education:

1. High school diploma or GED plus one to two years related experience and/or training; or equivalent combination of education and experience.

Experience:

1. Prefer two years experience working in groundskeeping
2. Prefer proven ability to organize work schedules and groups of people.
3. Prefer experience working with developmentally disabled, or in a rehabilitation setting.

Special Skills & Abilities:

1. Must have a valid driver's license, proof of automobile liability insurance, and no serious driving violation within the past 3 years.
2. Must possess current First Aid & CPR cards, HIV/AIDS certification or be able to obtain them.
3. Must be knowledgeable of proper procedures and have strong quality discrimination skills in the grounds field, and be a good grounds role model.
4. Must have good communication, verbal and written, and math skills.
5. Must understand the special needs of persons with developmental disabilities.
6. Must work with minimum supervision and have good independent decision making skills.
7. Must be able to pass a criminal background check.

Duties & Responsibilities:

Contracts:

1. Assist in scheduling (with approval of immediate supervisor) and completing all daily and periodic assignments, per contract requirements.
2. Assist in performing quality control inspections, per contract requirements, as assigned.
3. Responsible for research and follow-up activities to evaluate service techniques to meet service contract requirements. Maintains communication with service contract customers to ensure that services provided by group participants are satisfactory.
4. Assist in maintaining supply inventories.
5. Assist in performing equipment maintenance and repair.
6. Assist in requesting all needed supplies, materials, and equipment from immediate supervisor.

Program Participants:

1. Assist in working directly with program participants, following quality control requirements.

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2. Assist in monitoring the work quality of the program participants, retraining or reassigning participants to maintain contract quality standards.
3. Assist in assessing the program participants' individual plans for services, with input from other sources when appropriate.
4. Assist in monitoring and recording participant's progress toward goals. Produce required documentation of progress toward goals, timesheets, and reports. Refer participants to placement services when appropriate and necessary.
5. Assist participants in understanding and overcoming social and economical problems that interfere with employability. Conduct on-the-job group activities to enhance or strengthen employability skills of participants. Advocate for job placement in the competitive job market.

Group Supported Employment Program:

1. Responsible for completion all daily forms, as required or assigned.
2. Responsible for monitoring overall program objectives, data tracking systems, and contract requirements.
3. Responsible for implementing services in accordance with established goals and objectives.
4. Assist in compiling and studying occupational, educational, and economic information to aid participants in making and carrying out vocational and employment objectives.
5. Responsible for collecting, organizing, and analyzing information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and employment planning.
6. Responsible for recording and/or submitting data on participants for accountability purposes, as required.
7. Responsible for being a positive role model (i.e. positive attitude) to program participants, encouraging appropriate behavior.
8. Responsible for meeting with immediate supervisor for clarification regarding program goals, policies, and procedures.
9. Assist in promoting a positive image of the program and the agency.
10. Assist in participating in service training, as arranged.
11. Assist in transporting program participants, using agency vehicles, when assigned.

Safety:

1. Assist in reacting appropriately and effectively in emergency situations, using good judgment, protecting the health and safety of program participants at all times.
2. Assist in maintaining equipment in good and safe working condition, requisitioning service repairs from immediate supervisor when needed.
3. Assist in reporting unsafe conditions.

Other:

1. Assist in other duties as assigned. Including, but not limited to, safety meetings, counseling, staff meetings, etc.