



Inclusion Supervisor

Western DuPage Special Recreation Association (WDSRA)

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Closing Date: 2022-02-01
Salary: \$44,000 - \$50,000

Description:

The number of individuals participating in inclusive opportunities has increased tremendously so WDSRA is looking for the right candidate to fill a NEW Inclusion Supervisor position. Candidates who are energetic, detail-oriented, creative problem solvers and passionate about inclusion are encouraged to apply.

Primary responsibilities include conducting participant intakes, providing program assessments/observations, securing reasonable accommodations, communicating with stakeholders and supervision of inclusion support staff members. Candidates must possess strong disability knowledge as well as behavior management and staff training skills.

Although this is not a programming position, the supervisor will work 1-2 weekly programs per season as well as other trips and events.

To apply, go to <https://www.wdsra.com/employment-volunteers/>. Excellent benefit package available.

ESSENTIAL JOB FUNCTIONS

- Provide specialty training to seasonal inclusion staff in areas of ADA compliance, behavior management and handle with care crisis management techniques and oversee their performance in inclusion programs and mentor/support staff as needed.
- Analyze member district program requirements then secure appropriate staff support based on participant needs and staff skillset, create/secure necessary support tools, and provide appropriate communications with all parties to ensure a successful inclusion experience.
- Assess participant needs and develop individualized accommodation plans addressing ADA compliance, behavior management and handle with care crisis management techniques to ensure each participant's success and safety during inclusion programs. Maintain participant records by conducting new family intakes and updating medical information as needed.
- Develop and conduct training sessions for full time and seasonal member district staff on the inclusion process and best practices, ADA compliance, disability awareness, behavior management, crisis management. Develop & maintain relationships with member district staff and provide mentoring/on-site assistance.
- Maintain up-to-date program records in registration, seasonal staff scheduling, timekeeping database and various other spreadsheets to accurately report participation, seasonal staff hours

worked, inclusion billing, etc.

- Approve seasonal inclusion staff timesheets for bi-weekly payroll processing.
- Fill the role of Head Instructor, Assistant, Driver, or Inclusion staff as needed in programs by executing established lesson plans, encouraging participant engagement and ensuring participant safety. Monitor after-hours/weekend phone and respond to on-call situations as needed.
- Perform other duties as assigned.
- Fulfill your job duties in line with agency policies, mission, vision, core values and cultural expectations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate extensive knowledge of various disabilities and best practices when working with those who have special needs
- Possess working knowledge of the ADA as it relates to providing reasonable accommodations in park district programs
- Demonstrate knowledge and expertise in behavior and classroom management skills
- Ability to determine individual accommodation needs and implement the plan
- Possess excellent interpersonal skills and demonstrate an ability to work cooperatively with stakeholders
- Create thorough training sessions and demonstrate strong public speaking skills during their presentation
- Ability to direct and supervise seasonal staff
- Strong written and verbal communication skills
- Excellent time management and organizational skills to enable working in a fast-paced and sometimes stressful environment managing multiple priorities, tasks and/or interruptions and meet established deadlines
- Possess strong problem-solving and independent judgement skills
- Ability to adapt to changes in all aspects of the job
- Ability to accommodate evening and weekend programs, presentations or meetings and to serve in a weekend on call position 4-6 times per year;
- Knowledgeable and comfortable working in databases and proficient with Microsoft Office Suite or related software
- Prolonged use of office equipment, computer and phone on a daily basis
- Ability to maintain confidentiality
- Ability to safely lift up to 40 pounds- over 40 pounds requires two people or mechanical assistance
- Possess a valid Illinois Class "D" driver's license to drive personal and agency vehicles to/from programs, between program sites and for general transportation of participants, supplies and equipment
- Supervise program participants including behavior management, transferring, personal care and other skills necessary for overall independence and participation

QUALIFICATIONS

- Bachelor's Degree from an accredited college or university based on a major in Therapeutic Recreation or related field
- A minimum of three (3) years working with individuals with disabilities

- Behavior Management, training and scheduling experience preferred
- A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Park and Recreation Professional (CPRP) or the ability to obtain