

## Job Description Crew Supervisor

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**Position Title:** Crew Supervisor

**Reports to:** Projects Manager/Assistant Projects Manager

**Level & Employment Type:** Part time (approximately 20 hours/week)

**FLSA:** Non-exempt, hourly, overtime eligible

This position is part-time (approximately 20 hours per week). Primary duties include supervising a crew of individuals with disabilities to perform custodial services at the US Border Crossings. This position requires candidates to complete a federal background clearance, a driving abstract and have a good credit history. This is a working supervisor position, meaning both direct labor and supervision are included in the job requirements. Hours of indirect service will fluctuate week to week depending on the current needs.

**Saturday - 2:15am–10:15 am FEDERAL CREW**

**Sunday - 2:15am–10:15 am FEDERAL CREW**

Additional Hours may be available

**Job Summary:** To supervise and support crew members made up of persons with disabilities A key component of this position is understanding the needs of our custodial contracts, performing direct labor to meet those expectations and supervising and supporting the crew through job coaching crew members to achieve their full potential.

### Requirements:

- Ability to work well with people and demonstrate leadership qualities.
- Ability to make quick independent decisions.
- Ability to pass a federal and DSHS background check.
- Must be 18 years of age and have a high school diploma or equivalent.
- Willingness to work non-standard work hours to meet immediate, short term coaching needs.
- Reliable transportation.
- Ability to return phone calls and emails in a timely manner. Must have a cell phone.
- Able to present yourself in a professional manner to employers, clients, and other stakeholders.
- Strong organizational skills.
- Ability to work independently as well as in a team environment.
- Ability to prioritize tasks and time management.
- Effective and professional written and verbal communication skills.
- Clean driving record
- Good credit history
- Belief that all people can and should work

**Preferred Qualifications:**

- Experience working with people with disabilities in an employment setting.
- Commercial custodial experience including floor care.

**Responsibilities:**

- Supervise custodial projects and ensure completion of services as outlined in the "statement of work".
- Maintain quality levels consistent with the standards of the custodial contracts.
- Coordinate the schedule and delegation of tasks for crew members.
- Drive company vehicle from various sites and safely transport people home following their scheduled shifts.
- Record Keeping: complete activity logs for each individual on the crew based on their personal vocational goals. Complete timesheets for all crew members and turn them in to payroll on time, accurate and legible.
- Communicate with the projects manager on a regular basis to ensure the contracts are running efficiently and effectively.
- Provide unique job coaching supports to each individual crew member according to their employment service plans goals.
- Understand the unique needs of each individual on caseload including the nature of the disability, values, culture, family history, strengths and weaknesses, etc.
- Develop communication techniques specific to each individual.
- Actively participate in the development of annual Employment Plans, as appropriate.
- Perform time studies in accordance with department of labor guidelines.
- Identifying potential barriers/support needs for employment.
- Assist in social skills development, communication skills, consumer choice, task breakdown, personal and professional safety, informed choice, self-esteem, personal empowerment and self-advocacy.
- Utilize appropriate training methods such as job analysis, task analysis, positive behavior supports, cue and prompting strategies.
- Develop positive working relationships with the tenants of the contracted sites.
- Coordinate logistics with all parties involved (participant, family, residential, transportation, employer, etc).
- Provide relief or backup for shifts, filling in when others are sick, on vacation or the agency has an unfilled need.
- Maintain precise written documentation of all support provided to agency participants.
- Ensure all paperwork is completed thoroughly and submitted in a timely fashion.
- Attend required trainings as requested by Project Manager.
- Maintain confidentiality for all participants of the agency.

- Provide assessments of vocational skills and work readiness for potential applicants for Cascade Connections custodial crews.
- Knowledge of ADA and reasonable accommodations.
- Providing a positive role model for interactions between individuals we serve and community members.
- Attend staff meetings.
- Abide by agency policies and procedures as established by the management and approved by the Board of Directors.
- Adhere to the dress and appearance standards consistent with the position.
- Other Duties as assigned.

**Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.**