

INTERNAL JOB POSTING

CLASSIFICATION	SALARY RANGE	SHIFT	POSTED DATE
Program Supervisor	\$30,160 - \$41,600	Days, rotate weekends, one split shift per pay period and on call 24/7	8/11/10-8/17/10 by 3pm

**e-mail resume and letter of interest to aganhs@impactph.org
by 3pm on 8/17/10**

I. Title: Residential Program Supervisor

II. Reports to: Associate Director

III. Qualifications: An Associates Degree or a minimum of 48 credit hours is desired. Related work experience will be considered.
Valid drivers license with a driving record acceptable for insurance purposes
Acceptable criminal records check, meeting the Agencies definition of acceptable moral character.
Negative Drug Screen
Negative TB Test

IV. Additional Specifications:

1. Health: The Residential Program Supervisor must be in such physical and mental health so as not to negatively affect either the health of the resident or the quality of his/her care. This shall involve lifting (over 50 pounds), bending, kneeling, stooping, etc., on a regular basis.
2. Knowledge: A Supervisor shall have sufficient knowledge to solve unusual as well as commonplace problems. He/she shall have a basic understanding of the resident population as well as specific treatment knowledge and intervention skills.
3. Supervision: The Supervisor shall be supervised by the Associate Director/Program Director and shall be responsible for supervising all staff in their assigned facility.
4. Skills: A Supervisor shall have good skills in working with the targeted population, monitoring, supervising and evaluating staff members, and general leadership skills.
5. Judgment: The Supervisor shall have sufficient judgement to be able to exercise sound judgement within their assigned areas of responsibility. He/she shall be able to work on a day to day basis without immediate direction from the Associate Director/Program Director. The Supervisor shall be able to handle emergencies as outlined in the Policy and Procedure Manual.

6. Performance Standards: This position shall adhere to an acceptable code of ethics; maintain consumer/employee confidentiality, effective teamwork, courteous professional interactions with public and coworkers.
7. Consequence of Error: The task assignments will require a high level of job performance which may result in serious consequences when an error occurs.

V. Overall Responsibilities:

The Residential Program Supervisor is responsible for the daily management, supervision and operation of the residential facility. He/she is responsible for carrying out any related tasks as assigned by the Executive Director, Associate Director or Program Director. The Supervisor is responsible to serve as an example for staff and to promote competency and efficiency in all areas via the activities specified below. Positive interaction with consumers and other staff members in all program areas is required.

It is the responsibility of the Program Supervisor to meet the physical, emotional, intellectual and social needs of each resident and to provide the services specified in the resident's IPOS/Assessment Plan.

VI. Specific Responsibilities:

1 Program Management

- To attend regulatory agency reviews and audits (i.e., DHS, CMH.) and, as indicated, participate in corrective action plan response, and maintain all related files and correspondence.
- To participate in the organization and implementation of special activities involving clients, staff, family and other related community agencies/groups (e.g., picnic, Halloween Party, Christmas Party).
- To consult with the Executive Director prior to making any major equipment purchases.
- To ensure that facility staff follows I.M.P.A.C.T. and regulatory agency policies and procedures. Supervisors are responsible for enforcing all associated policies and procedures in a consistent and timely manner.
- Maintain and monitor resident funds and petty cash accounts within the home.
- To assure that all documentation required by the Agency and/or other entities is completed accurately and in a timely manner such that compliance is maintained with all regulatory agency standards.
- To ensure that residents are safely transported to and from necessary appointments and activities.
- To monitor purchases of supplies/equipment according to established policy and ensure the same is maintained and supplied in an appropriate manner.
- To monitor and maintain the facility/home expenses within the established budget.
- To coordinate and attend all scheduled staff meetings and ensure that the areas covered in the staff meeting are properly recorded/distributed including follow-up action plans for areas in need of improvement.
- To participate with the Associate Director/Program Director in internal program operations audits and develop/implement corrective action plans as needed.

2 Consumer Services

- **Assure the rights of all consumers are maintained at all times.**
- To assure that resident-related documentation is completed accurately and in a timely manner.
- To maintain the resident files/records within the home.
- To monitor, as appropriate, consumer's hygiene and personal appearance.
- To monitor the administration of medicine to each resident and to ensure that proper distribution, documentation and storage is maintained at all times.
- To attend regular and emergency consumer related meetings.
- To coordinate the scheduling, transportation and follow-up activities for all resident appointments.
- To establish and maintain positive interactions with residents' parents/guardians.
- To assist the consumer with community integration that may include outings, developing and maintaining outside friendships as consumer desires.

3 Personnel Management/Supervision

- To assist the Agency Administration with developing and maintaining strategies for staff retention and professional improvements.
- To interview and select prospective staff members for open positions.
- To provide supervision to all home staff.
- To enforce all Agency personnel policies and procedures in a consistent and timely manner.
- To conduct employee performance evaluations annually or as necessary.
- To monitor all activities and incidents within the facility. As well as develop prevention and improvement strategies.
- To ensure that payroll changes are completed, reviewed and submitted in a timely manner.
- To provide consistent scheduling of all staff to ensure the safety of residents.
- To coordinate with Agency administrative staff the use of overtime within the home.

4 Staff Development/Training

- Complete Training Toolbox with 100% accuracy.
- To arrange for in services regarding identified training needs.
- To provide new employees with orientation and training within required time frames.
- To assist the Agency administrative staff as necessary with the design and implementation of internal staff and/or management training.
- To attend selected trainings which are of benefit to the Agency and/or home.
- Provide educational information at every staff meeting and any other additional identified staff training.

5 General Agency Management

- To participate in the Agency's Strategic Planning.
- To attend and participate in Supervisor Team meetings as scheduled.
- To keep appropriate administrative staff informed about pertinent issues related to residents progress/needs, facility maintenance, staffing concerns and/or any other areas.
- To be available on a 24-hour emergency basis.
- To ensure that all required administrative forms, records, receipts and reports are completed, filed and/or submitted in a timely manner.
- To participate in established agency committees.