

JOB DESCRIPTION
COMMUNITY BASED FLEXIBLE SUPPORTS (CBFS)

TITLE: SCATTERED SITE PROGRAM SUPERVISOR

QUALIFICATIONS:

Bachelor's degree in Social Services and supervisory experience preferred.
High School diploma and valid Driver's License required.

SUPERVISION:

Position is supervised by the Program Coordinator.

GENERAL WORK HABITS:

3- Always; 2- Most of the time; 1- Almost never

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual
- Informing supervisor
- Remaining alert and focused
- Requesting assistance
- Getting along with co-workers
- Completing assigned tasks
- Acting in a professional manner
- Completing assigned tasks
- Acting in a professional manner
- Attending training
- Abiding by agency expectations

JOB DUTIES:

1. Assist the Coordinator in the general running of the program.
2. Assist the Coordinator in the management of the budget and daily program schedule.
3. Assume Program Coordinator responsibilities in the absence of the Program Coordinator.
4. Collaborate with individuals served and Rehabilitation Specialists in the development and implementation of Individualized Action Plans (IAP's) and other recovery plans and activities.
5. Collaborate with individuals served and the Licensed Clinicians and RN/CNP in the implementation and monitoring of any self management and health and wellness plans and activities.
6. Implement activities that facilitate the development of valued roles and personal relationships in the community.
7. Assist individuals to perform daily routines.
8. Implement all prescribed medical and medication protocols.
9. Implement all procedures that ensure physical safety and cleanliness of people's homes.
10. Assist people to access, and/or provide, all needed transportation.
11. Participate in supervision, team, and other assigned meetings.
12. Review and complete all required documentation.
13. Communicate all pertinent information to all stakeholders.

- 14. Acquire and maintain all required certifications.
- 15. Participate in on-call beeper rotation.
- 16. Perform other related tasks as assigned.

SCHEDULE:*

Staff Name	Sunday	Monday	Tuesday	Wed.	Thurs.	Friday	Saturday
Program Supervisor I	12-8	8-4	10-6	8-4	12-8	off	off
Program Supervisor II	off	off	8-4	12-8	8-4	10-6	8-4

*This schedule is intended to be exemplary of a possible schedule for a Program Supervisor. This example in no way makes a guarantee of actual days or hours available for a Program Supervisor position. Staff schedules are intended to be flexible and responsive to the dynamic needs of the program.

PROPOSED PAY RATE:

SL Prog Sup		
Intro	\$28,500.00	\$13.70
Base	\$29,000.00	\$13.94

I accept this position and the responsibilities inherent therein. I understand that along with the specific duties cited above I am responsible to perform other related duties as assigned. I have had the opportunity to review and ask questions about the Supervisor Job Description, and the corresponding site description. I understand that a copy will be placed in my personnel file.

Signature: _____ Date: _____

Print Name: _____

Org: 7/80
 Rev: 7/89, 2/94, 10/95, 7/96, 2/98, 1/04, 2/09, 5/09