ALTERNATIVES
Community Life For People With Disabilities
Real Homes | Real Jobs | Real Relationships

JOB DESCRIPTION

TITLE: PROGRAM SUPERVISOR– MENTAL HEALTH SERVICES - RESIDENTIAL

QUALIFICATIONS:

Bachelor's degree in Social Services and supervisory experience preferred.
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. Provide direct supervision to the Awake Overnight staff.
2. Assist the Program Coordinator in the general running of the program.
3. Assist the Program Coordinator in the management of the budget and the daily program schedule.
4. Assume Program Coordinator responsibilities in the absence of the Coordinator.
5. Develop and implement all rehabilitation, recovery, and other service plans.
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 procedures that ensure the health, safety, and well being of individuals served.
9. Implement all prescribed medical and medication protocols.
10. Implement all procedures that ensure physical safety and cleanliness of the program.
11. Assist people to access, and/or provide, all needed transportation.
12. Participate in supervision, team, and other assigned meetings.
13. Review and complete all required documentation.
14. Communicate all pertinent information to all stakeholders.
15. Acquire and maintain all required certifications.
16. Perform other related tasks as assigned.

Please note this is an abbreviated description. A more detailed description is available upon request.