

COMMUNITY BASED SERVICES EMPLOYEE JOB DESCRIPTION

Position: Program Supervisor

Reports to: Director of SCL

Department: Community Based Services

Date Adopted: 10/07/08

FLSA Status: Non-Exempt

POSITION SUMMARY: The Program Supervisor serves the consumers of Community Based Services as the immediate supervisor of staff and programming. The Program Supervisor will oversee the day to day operation of the sites and services that they are assigned, including oversight of all regulatory requirements, scheduling, program documentation, employee development, and activities. The Program Supervisor is the direct link between consumers, families, referral sources, collaborative partners, and staff.

ESSENTIAL JOB DUTIES: The Program Supervisor acts as the lead advocate for all consumers within their assigned sites/programs. The Program Supervisor completes all mandatory documentation, including intake/admission, quarterly/annual reporting, and discharge summaries. The Program Supervisor provides direct supervision of staff, including hiring, discipline, on-site training, and documentation review.

ENTRY REQUIREMENTS: The Program Supervisor position requires the following: Four year college degree in a human services field, and; two years of experience working within the human services field or equivalent determined by the Director of Supported Community Living. Previous experience must include employee supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Ability to effectively manage the work of others.
2. Experience in PC computing is required, with word processing/spreadsheets/computing preferred.
3. Ability to read and speak fluent English
4. Ability to assure records, reports and daily reporting requirements are completed.
5. Ability to communicate with people to convey or exchange information in a courteous, professional manner.
6. Ability to interact with and establish effective working relationships with assigned staff, coworkers, Director of SCL, other agencies and the public.
7. Ability to communicate accurately in writing and perform basic math.
8. Ability to drive to various locations assigned utilizing own vehicle or agency vehicle.
9. Ability to lift a minimum of 50 pounds.
10. Ability to organize, prioritize, schedule, and other projects to assure completion.
11. Ability to work independently and use initiative to achieve the goals and objectives of Community Based Services and its consumers.
12. Able to maintain a professional relationship with staff, coworkers, consumers and the public.

PHYSICAL REQUIREMENTS:

1. **Sitting:** Approximately 2 to 3 hours during an 8 hour day.
2. **Standing and Walking:** Approximately 1 to 3 hours/day Depending on needs of the position.
3. **Driving:** Approximately 1 to 3 hours/day. Must be able to get a class D, drivers license.
4. **Lift, carry, Push, Pull, Moderate Deviation of Wrist, Knee, Ankle, Shoulder:** Must be able to lift and carry objects of approximately 30 to 50 lbs.
5. **Climb/balance:** 1 hour/day. The ability to climb stairs is required.
6. **Stoop, Bend, Kneel, Crouch, Crawl:** 1 to 3 hours/day. May be required/as needed to perform this job.

7. **Reach, Handle, Finger, Feel:** 1 to 2 hours/day. Good manual dexterity is required to perform this job. The individual needs to write information on paper and enter information into a computer when needed. The individual needs to be able to sort and handle documents.
8. **Sight:** The ability to see and interpret information is a requirement of their job. Sight is used constantly. The position requires reading and/or recognizing information, discussing this information with others, translating and paraphrasing this information for others, and documenting this information.
9. **Talk, Hear:** The individual is required to communicate effectively with consumers other employees, supervisors, families, and other services professionals.

WORK ENVIRONMENT

Works in a variety of environments including, but not limited to, offices, apartments, and recreational facilities. May experience numerous interruptions from telephone calls or people needing information and attention. Works independently to complete many tasks.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with Bremer County
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any job-related instructions and to perform any job-related duties requested by the Director
4. Bremer County reserves the right to change or reassign job duties or combine positions at any time.
5. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

Employee:

I have read the job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at will by Bremer County without notice or by myself with at least 2 weeks notice.

Date

Employee Signature

Date

Director of SCL Signature