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# Example of Community Supervisor Job Description

Our company is growing rapidly and is looking for a community supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for community supervisor

* Supervise, coach and motivate Medicaid sales team
* Support in their marketing and selling Medicaid products initiatives
* Educate clients on Medicaid products
* Host and plan health fairs to increase exposure of UnitedHealthcare organization in the market
* Enroll members into Medicaid products
* Conduct presentations to various groups within community
* Evaluates the competency of all testing personnel to ensure accurate test results
* Ensures with site office manager for coverage and direct patient care at sites as needed to cover for planned and unplanned absences
* Monitors test analyses and specimen examinations to ensure that acceptable level of analytical performance are maintained
* Develops and implements quality control programs appropriate for testing performed / establishing acceptable levels of analytical performance and ensuring these levels are maintained throughout the entire testing process from specimen collection, analysis and reporting of test result

## Qualifications for community supervisor

* High school diploma, plus 3 years of payroll and data entry experience
* Minimum of one year work experience in a supervisory capacity
* Demonstrated client-centered service orientation, and a professional, caring and sensitive approach to handling all interactions with clients, coworkers and outside organizations
* CPR and first aid desired
* Familiarity with facility management
* Knowledge of RecTrac software preferred