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# Example of Community Supervisor Job Description

Our company is searching for experienced candidates for the position of community supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community supervisor

* Requisition operating supplies and all purchases and accounts payable
* Hires, supervises, orients, and trains the staff of grant-funded programs related to HIV services by providing consultation and supervision to staff to ensure successful program operation
* Contributes to program growth and development, including activities to ensure continuous quality improvement
* Monitors adherence to all standards, including data collection, reporting, and analysis
* Maintains accountability, files and data pertinent to successful program operation
* Follows contractual provisions of all funding agencies to assure successful annual program evaluation
* Prepares and submits reports on program outcomes and activities to Program Manager, Director, Grant Administration, Division Administration, funder and others as needed
* Maintains supplies and resources for program through regular inventory and coordination of purchase requests with program manager
* Develops program activities that enhance services for newly diagnosed HIV positive and out of care clients
* Develops and maintains positive relationships with current and potential HIV testing sites

## Qualifications for community supervisor

* Advanced knowledge of the documents that should be included in a credit file
* Basic Accounting knowledge with understanding of financial statements that are typically included in Credit file
* Knowledge of commercial credits and borrower relationships
* Ability to work well with senior level associates external bank examiners
* Ability to determine if credit file contains all required credit documents
* Two years of college education (Accounting, Business Administration, Finance, or Economic emphasis preferred)