



Example of Program Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of program supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for program supervisor

- Assist the Program Director in development of individual program plans
- When assigned, ensure safety of individual's funds and property
- Monitor health of persons being served
- Supervise activities of Direct Support Professionals
- Overnight needs on occasion
- Managing the day to day activities, budgets and schedules
- Ensuring all consumers are properly cared for, including implementing programs and services for the consumers
- Managing, hiring, training and scheduling staff
- Coordinating activities and appointments of consumers served
- Develops and ensures implementation of individual program plans and daily schedules for all consumers

Qualifications for program supervisor

- BS in Engineering (comparable U
- A minimum of 5 years of submarine construction or construction support experience
- The candidate must have high energy, excellent leadership, organizational and planning skills
- A registered vehicle with proof of insurance
- Bachelor's degree in related human services field

