



Example of Program Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of program supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for program supervisor

- Work directly with the Department of Human Resources (HR) to screen candidates for positions within the program
- Uses data as a tool for program development, evaluation and continuous improvement
- Acts as liaison with other community agencies and the HFNY Program contract manager and with HFNY State Leadership Group
- Implements continuous quality improvement plan
- Ensure compliance with documentation and Maintains records
- Supervises employees and provides team leadership
- Assess the individuals' needs and wants, implement the individuals' support plans, and the collect/report data related to the individuals' support plans
- Completes reports, monitors client attendance and scheduled activities utilizing sign in sheets
- Supervise Treatment Advocates for specific shift
- Assists in supervision of client activities and be aware of client safety and whereabouts at all times, including breaks and internal activities

Qualifications for program supervisor

- High School diploma or equivalent and minimum three years' experience in the human services industry
- Assist with transportation for a range of needs (appointments, errands)

- Compassionate approach with an ability to set and maintain professional boundaries
- Willingness to learn different approaches to complex behaviors