



Example of Program Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of program supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for program supervisor

- Responsible for recommending and ensuring regulatory staffing patterns
- Coordinates residency program operational activities and ensures residency program goals and objectives are accomplished
- Participates with the Program Director and faculty in program planning and in the development of residency program academic and clinical requirements to ensure accreditation standards are maintained and met
- Organizes residency program workload
- Of activity priorities and deadlines
- Provides management support to residency program personnel (faculty, resident, and staff) by interpreting organizational and departmental policies, standards, operational procedures, and guidelines
- Participates in residency program block rotation schedules along with the residency program director, faculty and chief residents
- Coordinates accreditation site visits for the residency program, maintaining compliance with accreditation guidelines at all times
- Organizes staff meetings, seminars, workshops and training classes
- Maintains compliance with all government regulatory agencies that oversee treatment services

Qualifications for program supervisor

- Flexibility to fill open shifts if necessary
- Bachelor's degree in human services related field OR at least three years'

- Flexible to cover open shifts
- Bachelor's degree in human services is preferred
- An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed in this description may be substituted for the above requirements
- Bachelor's Degree in a human services field required