



Example of Program Supervisor Job Description

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Our innovative and growing company is hiring for a program supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for program supervisor

- Setting and reviewing department hiring and staffing plans
- Instructs, provides feedback and directs and assists crew in performance of job duties to complete work in accordance with client requirements and Company policies, practices and procedures
- May schedule job and crews
- May dispatch crews based on calls received on nights and weekends
- May act as Operations Manager or Branch Manager when requested
- Reads work order and ensures all required equipment is available and operational prior to starting job
- Inspects equipment and general work area prior to starting any job
- Informs client as required regarding job status and client requirements
- Performs preventative and corrective maintenance on equipment when required
- Completes all appropriate paperwork including service receipts, and submits to designated management

Qualifications for program supervisor

- The hours for this role can fluctuate, mornings to mid evenings, and on occasion, Saturday hours
- Comfortable with appointment scheduling, seeking referrals and administering medications based on predetermined health care directives
- Minimum of 3 years experience in a behavioral health setting
- Experience with CFY Foster Care system preferred

