

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

DATE: July 19, 2010

PROGRAM: Martha's Blvd Group Home

JOB TITLE: **Program Supervisor**

PRIMARY FUNDING SOURCE: Division of Developmental Disabilities

POPULATION SERVED: Adult females +21 with Developmental Disabilities

QUALIFICATIONS: Bachelor's Degree; 2-5 years or more experience working with consumers with Developmental Disabilities; Possession of valid driver's license; Previous Supervisory experience is a must

COMPETENCIES: An understanding of how the environment impacts individual functioning and the need to provide for a normal lifestyle for the consumers served.  
Ability to build a positive work environment by fostering collaboration and trust among staff.

RESPONSIBILITIES: Under the supervision of the Program Director, the Program Supervisor is responsible for the daily, on-site management of the program, including but not limited to the following specific responsibilities:

- Supervise, train and develop group home staff;
- Complete annual written evaluation of supervisees;
- Maintain records for all consumers, including progress notes, Individual Treatment Plans, and all other record keeping required by the Agency and D.D.D.;
- Intervene directly in crisis situation, and report them according to procedure in the D.D.D. circular regarding Incident Reporting;
- Insure that each consumer obtains any needed dental, psychological, or pharmaceutical intervention;
- Insure safety of consumers against fire, theft, physical/verbal abuse, and report incidents to Program Manager;
- Supervise each consumer's finances, including but not limited to personal needs allowance, earnings, banking;
- Participate in the formulation of treatment plans;
- Establish/maintain working relationships with families, guardians, case managers, Social workers, and agencies/institutions to coordinate service delivery to consumers;
- Recommend personnel actions to the Program Manager;
- Assist in coordinating maintenance of the facility according to the Division of Developmental disabilities and Family Service standards;
- Assist in monitoring program budget and statistics;
- Be available to clients and staff on a 24-hour basis during emergencies.

BENEFITS: Eligible for full Health Benefits, Dental Benefits, Life/AD&D Insurance, Vision and participation in our 403(b) plan.

PERSON TO CONTACT: Program Director, Regina Angeline - 856-772-2837 – Fax: 856-772-1053

OFF SITE FACILITY LOCATION: Atco, NJ

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.