



Program Leader Job Description

Qualifications

This position requires a person with interests and abilities in the area of working with clients with developmental disabilities. There will be an evaluation of the applicants' attitudes and skills in the field. Each employee must meet licensing requirements for physical condition and criminal clearance. Each employee must show proof of a valid driver's license with a clean driving record.

Conditions

The first six months of employment will be considered a probationary period. During the probationary period the employee will be evaluated.

Availability

Program Leaders must be willing and able to work a variety of shifts and may be expected to work at more than one facility. Weekends and holidays may be a part of the expectations of this position as needed.

Reports To:

This position reports to the Utility Program Leaders and to the Directors.

Responsibilities: Further detail included in the Program Leader Duties attached.

- Organize your day
- Delegate tasks to the staff and follow up on completion and accuracy
- Emails
- ESF Changes
- Audit & Maintain Employee Files
- Keep current with Mandatory Training for you and your staff
- Inspection of the house-maintain a clean, safe home and yard
- Review documentation
- Create and maintain clients MAR's per the Physicians Orders
- Read Com-Log notes and respond to them.
- Review EUMR and Incident report/log

- Maintain and train staff on Client Programs
- Check in w/ employees
- Check in w/ clients
- Filling open Shifts
- Review & ensure the house cleaning list is being completed
- Training in New Hires
- Be a team player. Build and maintain a strong team of staff at your house
- Work comp paperwork for injured staff
- Attend Big Dr. Appointments (Psych appointments and Surgeries)
- Sign clients up for events (Project Astride, Project Challenge, Special Olympics, etc.)
- Assign duties to your staff and follow up on their completion
- Write effective com log notes/deputy posts
- Maintain the house/client Calendar
- Check and audit Financials
- Review staff availabilities on Deputy and communicate hiring needs to hiring staff.
- Update & regularly communicate with Social workers/ Family members
- Creating/maintaining staff Schedules using Deputy
- Maintain Big Books
- Medication Review
- Stay in compliance for all Dr. appointments
- Complete Monthlies
- Facilitate Staff Meetings
- Attend monthly Program Leader meetings led by Directors
- Write Quarterlies
- Attend Psych Appointments
- Licensing of the home- 1 year physical plant and opposite year is completing County Licensing Packets
- Attend and/or facilitate Annual Meetings
- Annual Physicals

- GRH (Group Residential Housing) Form filled out and proper documentation sent with for each client.
- MA (Medical Assistance) Form filled out and proper documentation mailed
- Read Policy Book
- OSHA book, TI, VA, HIPPA, CORE, and any other training needed for you and staff
- Big Book Purging at the end of the year
- Tac Board Postings
- Schedule Blocks
- Scheduling Team Meetings

Date 09/14/22

Signed 
Liban Abib (Sep 14, 2022 13:01 CDT)

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Specialist Competency Key

Hello Program Leads. This is a guide and explanation for our new Specialist Competency Guide. This is a guide we are incorporating to help you train your specialists in quicker, more thoroughly, and ensure they are ready to start doing training with Cass. Below I will further expand on each item on the Competency List, so you know what we are looking for.

Financials- We are looking for Specialists to know how to get financials in halfway through the month, turning in credit card logs, petty cash log and able to complete the Monthly Budget Ledger each month.

Date Trained: 6-16-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Proficient in Word/Excel- Everyone learns at different speeds and has vastly different levels of skill when it comes to technology. What we are looking for is that they can complete tasks on these programs without constant assistance. It's not a good use of time for Cass to be teaching these Specialists the basics of these programs.

Date Trained: 6-16-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Data Collection- A good time to collect data when they take last months data to the office. This is the data collected for their goals, and outcomes. A good way to collect data each month and have it ready for when you make a progress report is to put a sticky note on the front of their charting that labels the data collection totals, percentages, etc. This is not only a good habit but also is great for them to learn the programs and some of the things we do as a PL. They should learn and be knowledgeable on how each outcome is calculated.

Date Trained: 6-29-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Client Tracker- These are every two weeks. They should be aware of these and how to complete them.

Date Trained: 6-27-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Appointments- The Specialist should have a good handle on appointments, how to handle them, and filling out the proper paperwork. They don't have to know the exact paperwork for a Psyche/Neurologist appointment, but they should be able to complete these appointments with your guidance.

Date Trained: 6-16-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

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Monthlies- They should be able to do this on their own. They should also be comfortable with the monthlies format and how to change data collection sheets or create new ones when needed.

Date Trained: ~~6~~ 7-5-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-10-22 Assessor: Cass Lemke Signature: Cass Lemke

Good Communication- We don't want to consider someone for a PL position if they are hard to get in contact with. It's a huge time waster. Please emphasize the important of great communication to them and ensure they do in fact have good communication before considering them for a PL position.

Date Trained: 6-6-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Missing Signatures- They should know how to do missing signature lists for the MAR and Progress Books, also should follow up to ensure the signatures are completed.

Date Trained: 6-6-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Good Progress Notes- Please check their progress notes, offering feedback, guidance, and following up with them if necessary. It's important to be able to write a good progress note as a Program Leader to set an example for your staff and the quality expected from them.

Date Trained: 6-6-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-10-22 Assessor: Cass Lemke Signature: Cass Lemke

Medication Reordering- They should know how to contact the Pharmacy to reorder medications, discuss medication concerns, bills payment for individuals, etc.

Date Trained: 6-10-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Incident Reports/EUMRs- They should have a good idea of what constitutes as an Incident and that it's required to contact Guardian and Social Worker with 24 hours and be able to fill out an Incident Report in a timely fashion. They may still need some guidance on filling out Incident Reports but it's important they understand the urgency of them and the process.

Date Trained: 6-13-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-10-22 Assessor: Cass Lemke Signature: Cass Lemke

Medication Error Reports- They need to know the protocol of what to do when a Medication Error occurs and how to do Medication Error Reports.

Date Trained: 6-13-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

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Knowledge of Program- They must be able to run the program and have a good understanding of it.

Date Trained: 11-8-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Scheduling Basics- They should work on scheduling with you to learn the basics and process of how it works before training with Cass.

Date Trained: 7-6-22 Trainer: Cass Lemke Signature: Cass Lemke

Date of Competency: 7-20-22 Assessor: Cass Lemke Signature: Cass Lemke

Additional Criteria to be Assessed before training with Cass:

Interested in PL- Please make sure they are interested before setting them up with Cass. If they are just curious or have a bit of interest, it's best to train them more yourself and check in periodically about where they are at.

Date Interest Confirmed: 7-6-22 Name of person they spoke with: Cass Lemke

Driver- You need to be a driver for the company to be a PL.

Verified driver? Date: 7-5-22 Signature of person verifying: Cass Lemke

1,000 hours worked- Specialist needs to have worked 1,000 before training to become a PL

Date hours verified: 7-5-22 Person Verifying: Cass Lemke

Check Counseling Records- Specialist must not have any serious performance issues for 3 months or any attendance or minor performance issues for 4 weeks prior to training with Cass

Date counseling record was checked and to standard: 7-5-22 Person Checking: Cass Lemke

***Training with Cass is an 8 week training curriculum (4 weeks of training on material, 4 weeks of running the house)**