



## 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 11/9/22

Signed 