PHYXIUS

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 Operations Supervisors, Assistant Director and to the Directors.

Responsibilities:

-Organize your day

-Delegate tasks to the staff and follow up on completion and accuracy

-Read and Respond to Emails

-Counsel staff in a timely manner and make corresponding deputy journal entries

-ESJ Changes

-Audit & Maintain Employee Files, Submit employee training records to Nick

-Ensure Employee First Aid certificates are up to date

-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 and complete monthly reviews

-Read Com-Log notes and respond to them.

-Review Incident report log

-Maintain and train staff on Client Programs

-Check in w/ employees

-Check in w/ clients

-Fill open Shifts

-Review & ensure the house cleaning list is being completed

-Train 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.)

-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 Client Office Book and Client house book 1 of 2 (including most updated plans in client house book)

-Stay in compliance for all Dr. appointments

-Complete Monthlies

-Facilitate and participate in house wide staff training as needed

-Attend twice monthly Program Leader meetings led by Directors

-Licensing of the home- 1 year physical plant and opposite year is completing County Licensing Packets

-Attend and facilitate Annual Service Plan Meetings-complete necessary paperwork

-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 and Follow Employee and Client Policy Book

-Purging at the end of the year

-Tac Board Postings

-Schedule Blocks

-Scheduling Team Meetings-as frequently as indicated on the SPA

-Check Samepage daily and be responsive

-Approve timesheets for employees daily by 10am

Date 10/11/23

Signed Mohamed Al-Nimar (Oct 11, 2023 14:04 CDT)

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Final Audit Report   2023-10-11

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