



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. All applicants are required to complete our Program Leader training.

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 directly to the Operations Supervisors, Assistant Directors and 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
- check Email, Samepage and Deputy multiple times a day.
- Complete tasks on your same page to do list.
- ESJ Changes
- Audit & Maintain Employee Files
- Keep current with Mandatory STAR Training for you and your staff
- Inspection of the house-maintain a clean, safe home and yard
- Review documentation
- Create and maintain clients MARs
- Read Com-Log notes and respond to them.

- Review EUMRs and Incident report log
- Complete the schedule and have at least 6 weeks out at a time.
- Approve and audit timesheets.
- Fill out and reference your planner.
- Keep desk tidy
- Scan Employee File Paperwork to Nick
- Maintain and train staff on Client Support Plans
- 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
- Complete Med Demo for each of your 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
- Maintain the house/client Calendar
- Check and audit Financials
- Order credit cards for your staff.
- Review unavailability (on deputy) of your staff and communicate hiring needs to OA's.
- Update & regularly communicate with Social workers/ Family members
- Creating/maintaining staff schedules
- Maintain Big Books
- Monthly Medication Administration Review
- Stay in compliance for all Dr. appointments

- Complete Monthlies
- Facilitate Staff Trainings
- Attend monthly Program Leader meetings led by the Operations Supervisors.
- Attend Psych Appointments
- Licensing of the home- 1 year physical plant and opposite year is completing County Licensing Packets
- Attend and/or facilitate Annual Service Plan Meetings
- Facilitate Annual Service Plan Follow Up Meetings with your staff after each Annual Service Plan Meeting.
- Schedule and attend client 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
- Maintain House Rules
- Tac Board Postings
- Create and follow schedule blocks
- Schedule Team Meetings
- Make posts for your Staff's Promotions to Specialist.
- Ensure client funds stay below assets.
- Work 20-30 hours a week direct care.

Date 01/02/25

Signed *Breanna Irwin*
Breanna Irwin (Jan 2, 2025 10:24 CST)



Rationale:

260C.212 Subd. 14. **Support age-appropriate and developmentally appropriate activities for foster children.** Responsible social services agencies and child-placing agencies shall support a foster child's emotional and developmental growth by permitting the child to participate in activities or events that are generally accepted as suitable for children of the same chronological age or are developmentally appropriate for the child. Foster parents and residential facility staff are permitted to allow foster children to participate in extracurricular, social, or cultural activities that are typical for the child's age by applying reasonable and prudent parenting standards. Reasonable and prudent parenting standards are characterized by careful and sensible parenting decisions that maintain the child's health and safety, and are made in the child's best interest.

Purpose:

To ensure that each foster child can experience equal “normalcy” in extracurricular activities as a non-foster child. Following the Prudent Parenting Standards allows the foster child’s extended team to assist with making reasonable decisions in the best interest of the foster child.

Procedure:

When a foster child makes a request for an extracurricular activity, overnight stays or wants to make a drastic change in appearance. The designated will contact the guardian and social worker for consultation. If unable to reach either party the designated staff will utilize the Prudent Parenting Standards listed above in statute.

When at all possible the extended team should follow the case plan/out of home placement plan. It is best practice to make these plans as detailed as possible. When making decisions about the foster child the team must consider the following:

- Is it age and developmentally appropriate
- Is it accepted as suitable for children of the same chronological age or level of maturity
- All decisions should be based off of the child’s emotional, physical and behavioral capacities typical for an age group
- Risk of activity
- Importance of experience in the child’s emotional and developmental growth
- Importance of a family like experience
- Wishes of parent and guardian as appropriate

Benefits:

Following the guidelines may increase social and emotional bonds; participating in activities that make them feel “normal” may mitigate trauma. Provide foster kids the opportunity to practice skills in a protected environment and contributes to a successful transition to adulthood.

Staff Name Printed: Breanna Irwin Staff Signature: Breanna Irwin Date: 01/02/25
Breanna Irwin (Jan 2, 2025 10:24 CST)

BILLING INFORMATION ACKNOWLEDGEMENT

This company is committed to compliance with all Federal and State laws that govern the delivery of and billing for services. Minnesota Statutes, section 256B.4912, subdivision 11 requires that upon employment and annually thereafter, staff attest to reviewing and understanding the below statement.

I attest to reviewing and understanding the following statement:

“It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.”

What this means:

- I understand I provide services that are paid for through medical assistance or through federal waiver plans.
- I understand that documentation must be accurate, including my timecard or other time tracking systems.
- Minnesota Statutes, sections 256B.0913 applies to the Alternative Care, 256B.0915 applies to the Elderly Waiver, 256B.092 applies to the Developmental Disabilities Waiver, and 256B.49 applies to waivers for persons with disabilities.

Breanna Irwin

Printed Name

Breanna Irwin

Breanna Irwin (Jan 2, 2025 10:24 CST)

Signature

01/02/25

Date

Breanna Irwin 2V Adobe Office PL versionJBP

Final Audit Report

2025-01-02

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