



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 01/06/25

Signed 