



Program Leader Job Description

The Program Leader at Phyxius Inc. is responsible for overseeing staff, managing schedules, maintaining compliance, and ensuring the overall efficiency and quality of operations in assigned homes. This leadership role involves supervising direct care staff, managing administrative and operational tasks, and ensuring that clients receive exceptional support and care. The Program Leader plays a vital role in maintaining compliance with licensing requirements, fostering a strong team environment, and supporting the development of team members.

Qualifications:

This position requires a motivated individual with leadership capabilities and a strong commitment to supporting clients with developmental disabilities. Applicants will be evaluated based on their leadership skills, ability to manage staff effectively, and aptitude for ensuring compliance with organizational and licensing standards.

- Must pass a background check.
- Demonstrated experience in staff supervision and scheduling.
- Strong organizational and time-management skills.
- Ability to delegate tasks effectively and ensure follow-through.
- Strong communication and interpersonal skills.

- Must demonstrate capability to physically perform all direct care tasks.
- Must pass Therapeutic Intervention training, including all physical restraints.
- Proof of a valid driver's license with a clean driving record is required.
- Successful completion of Phyxius Inc.'s Program Leader training is mandatory.

Conditions of Employment:

The first six months of employment constitute a probationary period, during which performance will be evaluated.

Availability:

This full-time position requires flexibility, including availability for scheduling, staff supervision, and responding to emergencies. The Program Leader must be adaptable to varying schedules and willing to work occasional evenings, weekends, or holidays as needed. Employees may be required to work at multiple locations.

Reports To:

This position reports directly to the Operations Supervisors and Directors.

Key Attributes for Success:

- Strong leadership and communication skills.
- Proactive problem-solving and decision-making abilities.
- High attention to detail and organizational capability.
- Team-oriented positive attitude with the ability to build and maintain strong staff relationships.

-Flexibility and adaptability to changing priorities.

Key Responsibilities:

-Approve time-off requests, shift exchanges, and swaps.

-Supervise, train, and coach Assistant Program Leaders and Direct Care Staff.

-Counsel staff daily as needed and maintain Deputy journal logs.

-Check in with employees regularly to foster engagement and address concerns.

-Send Employee Status Journals (ESJs) for resignations, transfers, or promotions.

-Manage work comp paperwork for injured staff and order credit cards for team members.

-Make posts to celebrate staff promotions and achievements.

-Fill open shifts for at least three days in advance.

-Create and maintain staff schedules, ensuring they are completed at least six weeks in advance.

-Review staff unavailability in Deputy and communicate hiring needs.

-Approve timesheets daily by 10 a.m. and audit them for accuracy.

-Maintain and audit employee files for accuracy and compliance.

-Complete licensing requirements for the home, including annual physical plant inspections and county licensing packets.

-Maintain and update house signs, postings.

-Check and replenish First Aid Kits, Standing Orders, and Tornado Kits monthly.

-Conduct monthly fire and storm drills.

-Complete the client tracker every other Tuesday by 8 a.m.

-Fill out and submit GRH (Group Residential Housing) and MA (Medical Assistance) forms with proper documentation.

-Maintain documentation for licensing and operational compliance.

-Read communication logs for every shift and respond effectively.

-Be a team player and foster a strong, cohesive team environment.

-Delegate tasks to staff, follow up on their completion, and ensure accuracy.

-Build and maintain a strong staff team at the assigned house.

-Maintain house postings and ensure they are up to date.

-Conduct monthly reviews of First Aid Kits, Tornado Kits, and other emergency supplies.

-Ensure timely and accurate completion of client and house documentation.

Additional Responsibilities:

In the absence of an assigned Assistant Program Leader-Team Trainer and/or Assistant Program Leader-Client Support, or while awaiting the hire of a qualified candidate, the Program Leader will assume all duties associated with these roles, including but not limited to:

- Conducting new hire orientations and staff training.
- Managing staff training compliance and follow-up meetings.
- Supporting and facilitating client annual meetings, clinicals, and service plan updates.
- Maintaining and auditing client documentation, support plans, financial records, and medication administration records (MARs).
- Overseeing client appointments, physicals, and other critical medical or therapy sessions.
- Ensuring compliance with all client-related documentation and operational standards.

Employee Acknowledgment

Date: 03/17/25

Signature: 

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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.

Lisa Towle

Printed Name


Lisa Towle (Mar 17, 2025 10:30 CDT)

Signature

03/17/25

Date



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: Lisa Towle Staff Signature:  Date: 03/17/25
Lisa Towle (Mar 17, 2025 10:30 CDT)

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Final Audit Report

2025-03-17

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