



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.
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- 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: 04/25/25

Signature: Briana Norlund
Briana Norlund | Apr 25, 2025 13:02 CDT

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Final Audit Report

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