

NEW VISIONS, INC.
JOB DESCRIPTION

Name of Employee: _____ S.S.#: _____

Position Title: Full or Maximum CRR Program Supervisor

Part-time

Full-time: X

Total Hours per Week: 40

Daily Shift 8:30 AM - 4:30 PM

I. Position Definition

Supervise program staff and consumers in a manner consistent with the development of a stable, integrative, independent and normative life style for consumers.

II. Job Responsibilities

A. Program Operations

1. Manage program operations daily
2. Regularly review (at a minimum quarterly) consumer charts to ensure all material, and documentation is current, relevant, and written in an objective manner
3. Daily supervise staff and consumers in medication management. Duty staff will do med counts and run-out dates when new meds come-in. Primaries will complete med sheets each month including med counts and run-out dates. Supervisor will count meds and review run-out dates weekly and sign med sheet in appropriate place
4. Supervise staff-consumer interactions
5. Biweekly, conduct consumer Individual Residential Service Plan meetings
6. Verify consumer and petty cash accounts on a weekly basis, review consumer ledgers in the consumer's file.
7. Consumer Orientation: Complete all intake information and insure charts are properly set up for each incoming consumer. Arrange for needed supportive social services; DPA, SSI, etc. Orient consumers to program policies, procedures, residence and housemates
8. Orient all new consumers in Universal Precautions, and Infectious Disease Control
9. Accompany consumers to medical and/or psychiatric issues and document information regarding the outcome of appointments

B. Staff Supervision

1. Immediate direct supervision of CRR staff
2. Develop staff coverage schedule

3. Evaluate CRR Residential Support Staff and complete Performance Appraisals according to our policy.

C. Physical Site Safety

1. Train all consumers in health and safety procedures
2. Provide consumers with on-site training of location of fire exits, and emergency phone numbers
3. Building walk-thrus should be completed daily to ensure that all fire and safety regulations are being followed and fire and safety inspections are completed in accordance with state regulations. Correct safety or health hazards immediately
4. Ensure that sites are maintained at all times in a neat, clean, orderly manner
5. Ensure that cleaning regimen includes daily, weekly and monthly scheduled tasks and that cleaning is completed timely and thoroughly

D. Other

1. On-call for emergency/crisis intervention according to beeper schedule
2. Weekly verification of Petty Cash
3. Other duties as assigned

III. Accountability

Reports directly to the Residential/Assistant Residential Director

IV. Qualifications

Bachelor's Degree in human service plus 1 years of direct experience with mental health program, or High school diploma or equivalent plus 2 years of direct experience. Demonstration of progressive staff supervisory experience. A valid drivers license is required.

Skills: Good oral and written communication skills
Self-motivation
Ability to effectively manage crisis/emergency situations
Supervisory skills
Independent thinking, critical evaluation skills

Employee Signature

Date

Supervisor Signature

Date