



Position: Senior Site Supervisor
Program/Department: Community for All Day Hab. Program/ Community Supports for Individuals with Intellectual Disability
Reports to: Program Director
Work Location: 540 Atlantic Avenue 2nd Fl., Brooklyn, New York 11217
Hours: Full Time - Monday - Friday from 8:30-4:30

Position Summary:

The responsibility of a Senior Site Supervisor is to assist the Program Director with day to day operation of the program. To ensure staff is delivering a person centered approach; in addition ensuring that all staff is engaging in community inclusive activities.

Responsibilities:

- Responsible for the supervision of 4-5 trainers and oversight of all activities related to the performance of their job.
- Review the daily checklists, monthly summaries, and the annual and semi-annual Day Habilitation plans for each individual assigned to the trainers under their supervision.
- Ensure that the documentation kept on file by the program meets OPWDD and Medicaid billing standards
- Secure volunteer sites, establish assignments for our individuals, will supervise individuals while on site, and act as a liaison between the sites' management and the Day Habilitation program.
- Maintain relationships with outside agencies to develop new volunteer sites and activities for individuals.
- Oversee the trainers scheduling of assignments and keep track of their activities, including developing weekly activity sheets and ensuring that trainers follow through in the implementation the activity sheets.
- Maintain contact with the individuals' case manager, other interested parties, and the individuals' family.
- Supervise the program's drivers and maintain a schedule of the drivers' routes
- Other tasks as may be required

Qualifications:

Qualifications Required: Must have excellent interpersonal and verbal communication skills. Previous experience or knowledge of OPWDD programs. Previous experience or knowledge of developmental disabled or mental health population. Must be computer literate and respond well to supervision and be a team player. This position requires fingerprinting and a criminal background check.

Qualifications Preferred: Have an Associate's Degree in Human Service/related field or 10+ years of experience working with developmental disabled or mental health population. English/Spanish bi-lingual required.

Contact:

Email Resume and Cover Letter to:
Lakisha Brooks – Director Day Habilitation Program
lbrooks@wearebcs.org