

## Job Description

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 2<sup>nd</sup> Fl., Brooklyn, New York 11217

Hours:  Full Time     Part Time     Hourly

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 Required:

- Associates Degree in Human Services or related field or at least 10 years of experience working with the developmentally disabled population
- Must have excellent interpersonal and verbal communication skills.



- Must be computer literate, respond well to supervision and be a team player. This position requires fingerprinting and a criminal background check.
- English/Spanish bi-lingual preferred.

**Contact:**

Send an e-mail including your resume and cover letter to  
Lakisha Alvarado, Program Director

[lbrooks@wearebcs.org](mailto:lbrooks@wearebcs.org)

[Click here to apply to the Senior Site Supervisor role](#)