

JOB OPENING

SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803

POSITION TITLE: Program Supervisor – Developmental Disabilities Day Program – 123rd Street – Full-Time

POSITION REPORTS TO: Director Of Day Program Operations

POSITION SUPERVISES: DSP, DSP Substitute

POSITION SUMMARY:

We are seeking a Program Supervisor in our Developmental Disabilities Day Program who is highly motivated, compassionate, and dedicated to our mission to provide opportunities that empower individuals with disabilities to achieve personal success. This is an amazing opportunity for a candidate who is mission-driven and also envisions communities where all people with disabilities live, work, and fully participate. Our Developmental Disabilities Day Program serves adults with developmental disabilities who may also be impacted by mental illness, physical disabilities, and/or intellectual disabilities.

As an employee at Sertoma Centre, you will serve mankind and work in an environment that promotes self advocacy and the personal success of individuals served. We believe in the power of teamwork, innovation, and the free exchange of ideas.

The Program Supervisor in our Developmental Disabilities Day Program is responsible for providing leadership to the staff, direction to assigned Day Program operations, development of systems, and promoting a positive and optimistic environment that is responsive to the needs of the individuals served, the staff providing the services, and reflects the mission of the organization. Ensures that policies, procedures, and practices are in full compliance with all regulatory and accreditation agencies.

POSITION RESPONSIBILITIES:

- Responsible for oversight of daily operations, ensuring efficiency and accountability for services to all individuals in assigned areas through training, direction, and supervision of Direct Support Professionals (DSPs).
- Ensure that programming and personal care needs are scheduled and met on a daily basis in conjunction with the Service Coordinator and the program needs of the individuals.
- Work with the team to establish and maintain curricula for program groups and ongoing class schedules and enrollments in response to consumer needs and preferences as noted in the Personal Plan (PP).
- Assess and make recommendations for assistive technology and accommodations with the Service Coordinator.
- Provide training, monitoring, and oversight to DSPs regarding completion of required documentation per Sertoma policy and licensing agencies.
- Ensure that the time of persons served is utilized constructively. This would include supervision, scheduling, and/or participation in vocational training and a variety of activities, such as field trips, recreational and skills-based activities, and groups/classes as determined in conjunction with the Service Coordinator and individuals served.
- Ensure that production work requirements are scheduled and met in conjunction with the Production Manager and program needs of the individuals as applicable.
- Monitor and oversee the process for recording the performance of production and situational tasks for payroll and evaluation purposes.
- Maintain working knowledge of ISP on all assigned individuals and train and assist DSPs with implementation and interventions, as stated in the plan.
- Assist the Director of Day Program Operations in evaluating individuals during the intake process.

QUALIFICATIONS:

- Bachelor's Degree or high school diploma with five years of supervisory experience.
- Ability to work cooperatively and effectively with consumers, parents, staff, team members, and representatives from other organizations.
- Good interpersonal, administrative, communication, math, and organizational skills.
- Proficiency in the use of computers, software applications, and working knowledge of Microsoft Word and Outlook, with good typing skills.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, click on "Career Opportunities" and "Search Here."