

Job Description

Program: Art & Employment Program

Position: Program Supervisor

Responsible to: Director of Programs

Position

Description: Program Supervisor has the overall program supervisory and management responsibility for the Art & Employment Program. Program Supervisor will uphold program oversight and professional standards driven by the mission and vision of Southside Art Center.

Duties & Responsibilities:

A. Program Organization:

1. Responsible for managing and supervising all staff, volunteers, and participants who participate in the Art & Employment Program.
2. Participate with staff, participants, and Director of Programs in the evaluation and revision of the daily operations to meet changing participant needs.
3. Provide regular and timely feedback to the Director of Programs regarding staff performance issues, participant performance issues, and program recommendations.
4. Receive and screen referrals for potential participant placements into program.
5. Coordinate daily program staffing which meets individual participant needs.
6. Be familiar with Southside Art Center policy manual and its implementation with staff and participants.

7. Schedule staff working hours, vacation requests and personal leave, taking into account participant and program priorities.
8. Daily assignment of staff according to a deployment scheme, which maximizes the program benefits for participants while capitalizing on staff talents and special skills.
9. Set up and use a system to insure timely management.
10. Forward purchase of service requests to Director of Programs.
11. Oversee and train staff on Participant's Individual Service Plans, and implementation of ISP goals for staff.
12. Meet weekly with the Director of Programs to give updates on program development and quality assurance issues.
13. Sub-in for absent staff to expedite employment or staffing needs.
14. Coordinate daily staffing and routes for all recycling staff.
15. Field day to day recycling customer request and
16. Work with Job Developer to complete all time studies for sub-minimum/commensurate wage records required by the Federal and California Department of Labor.
17. With creation from Job Developer, implement task analyses and job standards for all jobs done by the Recycling Division.
18. Ensure all SSAC recycling tools are kept clean, maintained, secured, and accounted for (including but not limited to back supports, gloves, company shirts, dollies, carts, bins, vehicles, computer, etc.)
19. In conjunction with Job Developer, keep detailed and accurate spreadsheets/data of all recycling stops. This should include addresses, contact names, contact numbers, what floors/suites and rooms are to be serviced, how many bins are located at each stop, and detailed maps of locations digitized and available for all recycling staffs' use.
20. Other duties as requested by the Director of Programs.

B. Ensure Professional Standards of Practice by Program Staff:

1. Provide supervision of staff and program volunteers.

2. On-going review with staff to insure that Southside Art Center's policies and procedures are being practiced.
3. In conjunction with the Director of Programs, participate in the process of interviewing and hiring program staff.
4. Timely completion of staff performance appraisals during their hire month.
5. Manage on-going staff meetings to promote team building and encourage staff participation.
6. Participate in development of in-service training schedule to ensure maximum growth for staff as they learn to better meet participant needs in areas of behavior intervention, self-advocacy, job skills development, art techniques, etc.
7. Intervene in participant crisis situations as required.

C. Quality Assurance, Evaluation, and Long Range Planning:

1. Organize a timely data collection system to reflect whether program is doing what it is set up to do and how well it is accomplishing its stated goals.
2. Provide timely written and verbal reports to the Director of Programs upon request.
3. Review participant charts, I.D. Notes, and monthly reviews to ensure they are up to date and correctly filed.
4. Makes sure all Individual Service Plans (ISPs) are done in a timely manner within the birthday month of each participant in program ensuring the ID Team is present (participant, ACRC Service Coordinator, Home Provider, possible conservator, SSAC staff, etc.)
 - a. Coordinates the process of all new 90 day evaluations.
 - b. Updates and sends out all ISPs and Semi-Annual reviews to ID Team.
5. Makes sure that all reports are grammatically correct and proofread.
6. Make sure reports follow SMART principals and are objective rather than subjective in nature making sure that goals are consistent with what the participant is currently or will be doing in program.

7. Maintain a summary goal list for staff's binder to use when designing goals and objectives for their studios.

D. Community Networking:

1. Act as program liaison to regional center staff, residential staff, program staff, other day program staff, participant advocacy groups, and the public at large.
2. Provide management for the Southside Art Center Gallery in cooperation with the Director of Programs and Planning Director
3. Manage gallery meetings.
4. Train staff and participants how to work the gallery.
5. Create and maintain Gallery Manual.
6. Keep track of and bring gallery finance envelopes/receipts to Financial Coordinator.
7. Delegate and/or transport/coordinate artwork transported and hung at the gallery.
8. Report observed and needed repairs or maintenance for gallery to the Director of Programs.
9. Report office and janitorial supplies needed for gallery or programs to the Director of Programs.

E. Professional Training and Development:

1. Attend First Aid & CPR classes as required by agency.
2. Attend agency staff retreats, seminars and/or other trainings.
3. Attend professional training conferences as requested by the Associate Executive Director (occasional training activities may be scheduled during week- end time.)

F. Desired Personality Traits:

1. Familiarity with Developmental Services Field and a personal commitment to concepts of normalization, self-advocacy, supported work and integrated life.

2. Effective written and verbal communication skills.
3. Charismatic personality/ability to elicit staff respect.
4. Ability to be tactful and use good judgement when intervening in a variety of situations.
5. Ability to work as a management team member and be self-motivated.
6. Ability to be organized, prioritize tasks, and respond to job duties in a timely manner with good follow-through.
7. Ability to be a creative problem solver.
8. Demonstration of a good sense of humor.

G. Applicant Requirements:

1. BA in Business Management and/or Behavioral Sciences and/or related field with 2-3 years of supervisory experience in a human services and/or related field required.
2. Previous 1-2 years of supervisory experience required.
3. Previous job experience in Developmental Services Field preferred.
4. Possession of a valid driver's license and proof of insurance required. Possession of a reliable car.
5. Computer and internet/email skills (MS Word, Excel, Outlook, Adobe Acrobat) essential.
6. Applicant must be free of substance abuse.

***State Licensing must approve final hiring decision.**

I have read and understand this job description and its expectations and duties:

Printed Name

Signature

Date