

PSW
194 W. Poplar Porterville Ca. 93257

OPEN to the Public - April 14, 2025

Job Opportunity

Posting Date:	04/10/2025	<u>Internal Application</u> Deadline:	04/14/2025 @ 4 pm
Position:	Program Supervisor II	Departments:	Club 350 & Club Lindsay 321/351
Grade:	5	Annual salary:	\$ 68640.00 – 87318.40
Status:	Regular - Full time (Exempt)		
Job Summary:	<p>Plan, organize, and manage all rehabilitation aspects of program assigned including fiscal, staff supervision and development; communication and coordination with interagency departments; coordinate intake and discharge procedures with referral agencies, individuals served, families, and staff. Act as program liaison to referral and other community agencies.</p> <p>Responsible for overseeing the planning, implementation, and evaluation of programs to ensure their effectiveness and alignment with organizational goals. This role involves managing team members, coordinating resources, and maintaining compliance with policies and procedures.</p>		
Supervision Received:	Works under the general supervision of the Director of Program Services		
Supervision Exercised:	Supervise Program Coordinators, Life Skills Coaches, & Administrative Assistant as assigned.		
Education:	<ul style="list-style-type: none"> •A Bachelor's Degree preferred in Rehabilitation, Special Education or related human services field from an accredited national or regional agency, college or university. and •Two (2) years experience in Rehabilitation, Special Education or related human services field. Experience may be substituted for education on a two years for one basis. • Prefer Two (2) years in a Supervisory position or a Certificate of Supervision from an accredited college or university in the fundamental principles and practices in the field of management & supervision. 		
Special Skills & Knowledge:	<ul style="list-style-type: none"> •Ability to use imagination, ingenuity, and creativity in developing, supervising and evaluating programs and services and adjust strategies as needed. • Maintain good public relations with other professionals in the community. • Well organized, demonstrate sound judgment and initiative. • Successful completion of courses in Standard Red Cross First Aid and Cardiopulmonary Resuscitation within 90 days of date of hire. • CPI Certified within six (6) months 		
Other Requirements	<ul style="list-style-type: none"> • DOJ & FBI Fingerprinting/Live scan Clearance • Clean DMV/Class "C" license (<u>must be 21 years of age</u>) 		

Send Internal Applications to the Human Resources Department

All PSW internal applicants must have an "usually meets" rating on current and/or immediate preceding year's annual evaluation to be eligible to apply.

*Public applications: completed on site between 8:00 a.m.-3:00 p.m. PSW-HR located at 194 W. Poplar Ave
Send resumes to Careers@pswcares.org*

**For further information, please contact: 559-784-1399
Olivia "BO" Ortiz ext. 1007 or Cheryl Haugen ext. 1015**

PSW

Job Description

Job Title:	Program Supervisor II Club 350/Club Lindsay 321/351
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Salary Grade:	Grade 5
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Supervision Exercised:	Supervise Program Coordinators, Life Skills Coaches, and Administrative Assistant, as assigned.
Education & Experience Required:	<ol style="list-style-type: none"> 1. A Bachelor's Degree preferred in Rehabilitation, Special Education or related human services field from an accredited national or regional agency, college or university. and 2. Two (2) years experience in Rehabilitation, Special Education or related human services field. Experience may be substituted for education on a two years for one basis. 3. Prefer Two (2) years in a Supervisory position or a Certificate of Supervision from an accredited college or university in the fundamental principles and practices in the field of management & supervision.
Special Skills, Knowledge or Certificates Required:	<ol style="list-style-type: none"> 1. Ability to use imagination, ingenuity, and creativity in developing, supervising and evaluating programs and services and adjust strategies as needed. 2. Maintain good public relations with other professionals in the community. 3. Well organized, demonstrate sound judgment and initiative. 4. Successful completion of courses in Standard Red Cross First Aid and Cardiopulmonary Resuscitation within 90 days of date of hire. 5. CPI Certified within six (6) months.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Pass a pre-employment drug screen and criminal records check. 2. At least 21 years of age and have DMV record acceptable to PSW insurance in order to drive PSW vehicles or personal vehicle on company business. 3. Work cooperatively with co-workers, individuals served and outside agencies. 4. Be at work when scheduled unless otherwise excused by supervisor. 5. Demonstrate punctuality in the performance of all job duties 6. Able to provide instruction and training to staff using verbal communication, Hands-on demonstration and modeling. 7. Communicate clearly and concisely, in English, both verbally and in written form.

8. Provide for constant and direct care and services to the individuals served. Provide support during behavioral crisis and ensure safety protocols are followed.
9. Individually lift 50 pounds and, using proper two person lifting techniques, lift an individual served to care for their needs.
10. Demonstrate sound judgment and initiative and carry out all assignments in an efficient manner.
11. Use ingenuity and creativity in the provision of programming which meets the unique needs of individuals served and satisfies programming schedules.
12. Observe all workshop departmental policies and procedures.
13. Observe appropriate safety practices when lifting, stooping or bending and in performance of job functions.
14. Able to multi-task.

Job Duties :

1. Train, mentor and evaluate staff members to ensure effective program delivery and foster a positive and productive work environment.
2. Develop and maintain rapport with referring agencies, parents/residential service providers, and community resources.
3. Coordinate admission of new individuals served with the appropriate staff.
4. Operate efficiently and be proficient in the Case Magic Program and other relative software tools.
5. May have to conduct/attend IPP meetings for the individuals served. Attend/coordinate meetings as required.
6. May assist Program Coordinators to create goal plans for individuals served.
7. Ability to complete incident reports for individuals served and process according to company policy, which includes notifications both verbally and written.
8. Work collaboratively with BCBA (Board Certified Behavior Analyst) to create comprehensive behavior plans.
9. Maintain accurate information flow to Director of Program Services.
11. Investigate new training methods and materials.
12. Maintain adequacy, accuracy, and punctuality in internal and external records, ensure adherence to ethical guidelines and report on the progress of the individuals served.
13. Complete and/or review all accident reports timely and notify appropriate contacts per PSW policy. (Human Resources and Safety Director, etc.)
14. Coordinate the collection of follow-up data; analyze follow-up data; and write report.
15. Review each policy and/or procedure annually and make updates as needed.
16. Monitor all assigned Programs' Revenue/Expense Reports and make appropriate arrangements to maintain budgets.
17. Compile and analyze Program Evaluation information on each assigned Program and make reports to the Director of Program Services. Supervision of programs is designated to two (2) locations.
18. Act as conduit for information and coordinate projects that involve any of the assigned programs and other departments within the agency.
19. Ensure that program practices and procedures are in accordance with DDS and state licensing requirements.
20. Oversee maintenance of facility, grounds, and vehicles.

21. Review employees' weekly time worked information which includes time clock punches, leave requests, correction slips, time cards, etc. for accuracy in the time clock system for payroll processing.
22. Develop and revise program designs.
23. Performs all other assigned duties.

AN EQUAL OPPORTUNITY EMPLOYER – PSW's policy is to fill every position without regard to considerations made unlawful by federal, state, or local laws, such as race, color, religion, religious dress/grooming practices, creed, gender identity or expression, marital status, age, national origin/citizenship, ancestry, genetic information, pregnancy, disability, sex, sexual orientation, medical condition, reproductive health decision making, veteran status or any other characteristic made unlawful by federal, state, or local laws.

PSW selects employees on the basis of ability, experience, training, and character.