

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

SOCIAL SECURITY NUMBER

Mr.
Mrs.
Ms.

POSITION: Program Manager

PAY RATE:

WORK IS:

DATE OF HIRE:

___ Full-time

DAYS & HOURS OF WORK

___ Hourly

LENGTH OF LUNCH PERIOD

___ Contractual

WORK SITE

CLASSIFICATION:

Exempt X Non-Exempt

BASIC FUNCTION: To supervise the day-to-day operations of the Adult Day Program program; develop and coordinate Individual Service Plans which would provide for the maximum growth potential of consumers with developmental or physical disabilities; to maintain the dignity, respect, health and safety of all program participants while supervising instruction and supporting consumers in the pursuit of individual goals and objectives; to maintain client and program records; to maintain program license and corresponding standards.

SUPERVISOR:

QUALIFICATIONS:

- Bachelor's degree or equivalent experience in related human service field.
 - Two years previous experience working with the developmentally or physically disabled.
 - Minimum of two years supervisory experience.
 - Ability to effectively communicate in both an oral or written manner.
 - Must possess a valid California driver's license and clean driving record.
 - Must possess current First Aid and CPR certification.
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DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES FOR GENERAL PROGRAM OPERATIONS:

1. Acquisition of supplies, equipment and other materials within the program's budgetary limitations.
2. Maintain program receipts and reconcile monthly expense statements.
3. Responsible for staying within budgetary limitations of his/her program.
4. Advise the Supervisor of any program changes which effect program's daily operations, staff and/or consumers.
5. Maintain physical plant by contacting appropriate parties regarding necessary repairs.
7. Responsible for monthly safety inspection of program facility including inspection of hazardous materials and their containment.
8. Responsible for opening/closing of program site.
9. Maintaining agency property (vehicles, computers, telephones, typewriters, etc.)
10. Ensure facility is properly cleaned on a daily basis.
11. Maintain licensing standards and records for staff, consumers and facility.
12. Maintain program records including monthly attendance reports, CBI records, etc.
13. Insure that the basic components such as curriculum development, goals and objectives, program evaluation, activities, client assessments, client records, data collection, reporting procedures, program records and funding standards are maintained and adhered to.
14. Other duties as assigned.

RESPONSIBILITIES FOR CONSUMERS PARTICIPATING IN PROGRAM:

1. Interview and select consumers for any openings.
2. Develop and implement Individual Service Plans.
3. Notify proper authorities both verbally and in writing of any absences (5 days or more), client abuse (verbal, physical, or sexual), Special Incidents, etc.
4. Attend Interdisciplinary team meetings as scheduled.
5. Facilitate ongoing communication and coordination with outside personnel, consultants, etc.
6. Implement behavioral and teaching strategies including data collection.

DUTIES AND RESPONSIBILITIES

7. Provide guidance and counseling to consumers.
8. Work cooperatively with careproviders, parents, Regional Center personnel, employers, transportation providers, and other community agencies.
9. Facilitate acquisition of adaptive equipment (i.e., wheelchairs, communication devices, etc.) for consumers.
10. Oversee distribution of medication to consumers.
11. Maintain consumer records including data collection, licensing forms, required program forms, medical records, reporting forms, financial records and any other forms necessary for program accountability.
12. Insure client confidentiality is respected by self and others.
13. Other duties as assigned.

RESPONSIBILITIES FOR STAFF:

1. Recruit, hire/fire and train staff following UCP policies and procedures.
2. Provide daily supervision of staff.
3. Conduct annual evaluations of staff.
4. Provide staff with verbal or written counseling as needed.
5. To ensure that staff have certification in CPR, First Aid, TB, etc.
6. Provide inservice training to staff.
7. Conduct staff meetings.
8. Provide safety training.
9. Reconcile timesheets and request for leave forms prior to submitting them to Associate Director.
10. Maintain personnel records on all staff and ensure that all records are provided to the administrative staff for enclosure in permanent personnel file.
11. File Workers Compensation forms in a timely manner as required by law and UCP policy.
12. Other duties as assigned.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: May incur expenses within approved program budget.

For personnel changes: May recommend only

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.