

Embrace Life Services	
Day Program Supervisor Job Description	
Job Objective:	As the Day program Supervisor, you will play a crucial role in providing support, guidance, and supervision to the program members. Your primary responsibility will be to ensure the smooth operation of the day program, while promoting a safe, inclusive and engaging environment for individuals who are supported through DDD to thrive.
Terms of Employment:	Embrace Life Services employment opportunities are offered at an “At-Will” Agreement. At-Will is defined as a mutual consent of the employee and Embrace Life Services. While Embrace Life Services has every hope that the employment relationship will be mutually beneficial and rewarding, employees and Embrace Life Services (or its successor) each retain the right to terminate the employment relationship at will, at any time, with or without cause.
General Qualifications:	These qualifications are to ensure that the applicant possesses the necessary skills, knowledge and experience to effectively perform the responsibilities of the role. Qualifications help in identifying suitable candidates who can contribute to the organization’s missions and meet the unique needs of the position. The qualifications for the Day Program Supervisor are as follows. • Experience working with individuals with development disabilities, preferably in a supervisor or leadership capacity. • Knowledge of developmental disabilities, including autism spectrum disorders, intellectual disabilities and behavioral challenges. • Understanding of person-centered planning, positive behavior support, and individualized care approaches. • Strong organizational, problem solving and time management skills. • Excellent communication and interpersonal skills, with the ability to work collaboratively with multiple internal and external member support teams including but not limited to the management team, Division of Developmental Disabilities (DDD), families/guardians, etc. • Proficiency in documentation, report writing, and computer skills. • Passed certified training requirements set by DDD such as Article 9, CPR/First-Aid, Prevention and Support, Fingerprint Clearance Card and any other requirements that may be set by DDD in the future. • Valid Arizona Driver License and Valid 3-year Driving Record.
Environment/ Working Conditions:	This is a full-time position that may require some evening and weekend work, depending on the needs of the company. The Day Program Supervisor will primarily work at the day program assigned but may be required to as needed, primarily for member needs but also the needs of Embrace Life Services.
Key Responsibilities:	• Program Management- ○ Develop and implement daily schedules, activities, and routines for members. ○ Coordinate with program staff to ensure effective delivery of services and adherence to individual care plans. ○ Monitor and evaluate program effectiveness, making adjustments as needed. ○ Maintain accurate documentation of participant progress, incidents, member time in and out of program, and any relevant information/documentation. • Staff Supervision and Training- ○ Provide leadership and guidance to program staff. ○ Conduct regular staff meetings to communicate expectations, provide training and address concerns.

- Coordinate staff schedules and ensure appropriate staffing levels to meet participant needs.
 - Work with Administrative team on getting staff set up with required training to ensure continuance of service with member.
- Participant Support –
 - Foster a person-centered approach, promoting individual choice, independence, and self-advocacy.
 - Assess participant needs, develop individualized support plans, and collaborate with multiple support teams.
 - Advocate for member rights, ensuring their access to community resources and opportunities.
 - Support individuals in developing life skills, socialization, and community integration.
- Safety and Compliance-
 - Maintain a safe and secure environment, adhering to all safety protocols and regulations set by but not limited to DDD, Embrace Life Services, and building management.
 - Implement emergency procedures and ensure staff are trained on crisis intervention techniques.
 - Stay updated on relevant laws, regulations, and best practices in the field of developmental disabilities.
- Please note: Other responsibilities and tasks may be asked based on the needs of the company.

Acknowledgement:

By applying for this position. You acknowledge that you have read and understood the information provided in this job description. You also understand that the responsibilities, qualifications, and pay structure outlined in this document may be subject to change at the discretion of the organization. Furthermore, you certify that the information you provided during the application process is true and accurate to the best of your knowledge.

Signature: _____

Date: _____

Embrace Life