



## **Program Supervisor – Day Program \* The ARC Greater Hudson Valley Sullivan and Orange County**

**Overview:** The ARC of Greater Hudson Valley is seeking a Program Supervisor - Day Program in Sullivan County.

The Program Supervisor advocates for developmentally disabled adults in a work/learning environment and provide on-going supervision to direct care staff and support to the Program Manager.

Program Supervisor Responsibilities:

Provide active treatment for the individuals we provide supports and services to

Provide daily supervision of Day Habilitation Providers in absence of Program Manager

Assist with developing outcomes and daily and monthly paperwork in absence of Program Manager

Track attendance daily and submit to Program Manager at the end of each week

Assist with the overall daily operation of assigned caseload, including oversight of individuals, physical plan, caseload, budget and staff coordination

Perform weekly vehicle checks to assure vehicles are in good working order and that maintenance is completed monthly

Maintain medication administration and van certification upon and throughout employment

Minimum Qualifications:

### **HS Diploma/GED**

Three (3) years experience working with intellectual and/or developmentally disabled population

Must be able to lift a minimum of 50 lbs. multiple times per day

Must have a valid Driver's License with one year driving experience

Must be available for a paid mandatory orientation.

### **Skills required to do job.**

Demonstrated proficiency in communication skills, both verbal and written, and math computation skills.

Ability to assist in lifting, transferring, or repositioning of consumers as needed.

Supervisory experience preferred.

**Shift, Salary and Benefits;** This is a full-time position, Monday- Friday, 40 hours, Day Shift, \$18.10 Hour, Benefits include Health Insurance, Dental Insurance, Paid vacation, Paid Sick Leave, Holidays, and 401K. **Apply by** contacting Liberty Apostolides by email at [lapostolides@arcghvny.org](mailto:lapostolides@arcghvny.org)