



# Program Supervisor of OSAR

**Job Code:** PRSUP - 115  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$19.35 - \$31.65 Hourly  
\$1,548.00 - \$2,532.00 Biweekly  
\$40,243.00 - \$65,833.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to ensure program and contract rules are followed in the assigned program while adhering to company rules and budget guidelines while training and supervising caseworkers. May also be responsible of ensuring that all court associated relationships follow the law and provide best services available to clients. Serves as a facilitator between the agency, clients, courts and caseworkers.

This class works under general supervision, independently developing work methods and sequences.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Appears in Court as necessary, reporting to Judge, attorneys and district attorneys updates on current screened clients. Advocates for clients' charges to be dismissed, identifies material witnesses to testify on behalf of clients.
- Administratively documents revenue review, client intake and discharge.
- Trains Personal Trainers to keep up to date on laws and local mental health requirements.
- Performs other duties as assigned.

## Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Health or Human Services, Social Services, Rehabilitation or related field, supplemented by two (2) years of experience as a chemical dependency or mental health counselor or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.