



PROGRESS HOUSE SUPERVISOR TRAINEE/PROGRESS HOUSE SUPERVISOR

DEFINITION: Provides supervision and leadership of staff and oversight of the day-to-day operation of the licensed residential care facility for adults with severe mental illness.

ESSENTIAL JOB FUNCTIONS:

Progress House Supervisor Trainee

Under the guidance and supervision of the designated Progress House Administrator and the MHSA (Mental Health Services Act)/Compliance Manager, directs day-to-day operation of the 24-hour adult residential care facility for persons with mental illness according to Title XXII regulations; on-site supervision of all aspects of residential care facility, including menu development, nutrition strategy, and food shopping; schedules 24-hour, 7-day staff shifts; provides direct administrative supervision to staff; interfaces with behavioral health program staff around client issues to enhance the residential program; assists fiscal staff and MHSA/Compliance Manager in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility; develops and coordinates programming for residents with guidance from the Clinical Administrator; ensures medication administration and control is consistent with approved protocol; takes primary responsibility for client record and medication inventory; assists in developing policies and procedures for all aspects of the facility in coordination with HHS and County administration; performs other related duties as assigned.

Progress House Supervisor

Works under the guidance and supervision of the MHSA/Compliance Manager and performs all of the above in addition to providing primary administrator oversight of the facility.

EMPLOYMENT STANDARDS:

Progress House Supervisor Trainee

Education/Experience:

Path I: High school graduate or equivalent with one year of experience performing duties equivalent to a first-level supervisor in a Human Services agency; OR

Path II: Two years of progressively responsible duties in a behavioral health division of a Human Services agency; OR

Path III: Three years of professional experience performing work consistent with the assigned work unit, including one year of lead or supervisory experience in such programs, AND completion of the equivalent of 18 semester units (28 quarter units) or 18 continuing education credits in behavioral sciences.

Knowledge of: Laws pertaining to confidentiality and care of persons with severe mental illness, organization methods, basic computer operation, community and human relations, and public agency business procedures.

Ability to: Communicate effectively both orally and in writing with mental health and substance abuse treatment professionals, law enforcement, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle. Consistent attendance is an essential function of the position.

Special requirements: Must be available to work various day and night shifts, including weekends. Must possess a satisfactory driving record; must possess current CPR certification and current first aid card and must maintain both during term of employment. **Additionally, must be able to meet the requirements of the Progress House Supervisor within eighteen (18) months of employment.**

Progress House Supervisor:

The Progress House Supervisor must meet the above Employment Standards, as well as possess State certificate for Adult Residential Facility Administration and knowledge of State of California Title XXII regulations relating to licensing and operation of a 24-hour adult board and care facility.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.