

RECRUITING 'ROUND ROCHESTER

Rochester  Works!

A weekly Job Fair dedicated to connecting local businesses with great talent!

JOB DESCRIPTION

Assistant Supervisor



Job Purpose:

Provide for the continuous direction and day-to-day operation of the program. Provide oversight for all assigned individuals and supervision to all assigned staff.

Essential Functions:

Maintain the health and well-being of the individuals EPILEPSY-PRALID, INC serves
Monitor all Funders' required documentation; Report all policy violations to appropriate personnel
Serve as on-call as needed
Provide protective oversight and supervision for individuals assigned
Provide assistance and instruction services on a daily basis to achieve the individuals' goals and objectives;
provide support and assistance for Habilitators
Ensure shift has proper levels of coverage
Provides site specific staff training as requested
Ensure all required reports are completed per specification
Follow up on all employees' documentation ensuring it is accurate and up to date
Report all policy violations to appropriate personnel
Promote workplace safety

Education and Experience

An Associate's Degree in a related field; or
High school graduate or equivalent and one year experience in the human service field

Qualifications

Must have a valid NYS Driver's License
All required trainings must be up to date

Epilepsy-Pralid, Inc. Employment Requirements

All Epilepsy-Pralid, Inc. employees must have:

- A valid NYS driver license
- Reliable transportation
- The ability to lift, transfer and move 50 lbs.
- A high school diploma or Equivalent.

americanjobcenter