



# STARS

## Family Services

### Partner Program Supervisor

For STARS (individuals with intellectual and developmental disabilities) employment means greater economic self-sufficiency, an opportunity to develop & use their skills, and experience more active participation in community life. STARS Family Services believes that God gives each person talent, and that all people can make significant contributions in the workplace.

This unique position is more than a job – it's an opportunity to inspire and empower STARS with developmental disabilities. Your role as a Partner Program Supervisor will be pivotal in unlocking their potential, fostering their skills and helping them thrive in their work settings.

Supervises the STARS Family Services on-site job training program for STARS.

#### Responsibilities & Duties:

- Meets regularly with the host site managers to assess which tasks are appropriate for STARS.
- Administers a skills assessment test to match STARS with the appropriate tasks.
- Supervises the development of simplified task descriptions, breaking down tasks into manageable components according to the differing abilities, (i.e. picture instruction).
- Interviews and makes recommendations regarding STARS applying for positions.
- Recruits, interviews, and trains STARS Partner Job Coaches (PJs).
- Reviews and submits timesheets for STARS and PJs.
- Coordinates and schedules workdays for STARS, PJs, and substitute PJs.
- Demonstrates accurate, consistent use of all safety protocols within all duties and completes infection control/safety tasks.
- Ensures that all STARS consistently follow all infection control/safety protocols.
- Supervises the training of STARS in their assigned tasks and related skills, including social skills, with the goal of equipping STARS with the skills required to participate in the program at host sites.
- Supervises and resolves issues related to the STARS' performance.
- Ensures that appropriate forms are always available at the work site.
- Recommends changes that will enhance the job skills and social skills of the STARS.
- Explains the Partner Job Coach program to donors, student groups & local organizations.
- Submits monthly reports to the Executive Director which are shared with the SFS Board.
- Serves as Weekend Supervisor when scheduled as part of weekend leader-on-call rotation.

#### Education and Experience:

- Bachelor's degree in human services or Allied Health (OT, PT or SLP) preferred
- At least 2 years of experience as a job coach working with persons with intellectual and developmental disabilities, plus at least 1 year of supervisory experience; or an equivalent combination of education and experience.
- Since SFS is a religious 501(c)(3), all employees must agree to the Statement of Faith and Standards of Christian Life as outlined in the SFS Employee Handbook.
- All employees are subject to a background check every three years.