



## Job Requisition

### CLS AREA SUPERVISOR

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**Site/Department:** Extension

**Starting Wage:** DOE / Non-exempt

**Schedule:** Full-time, flexible hours

Monday-Friday

**Driving Required:** YES

**\*Position Open until filled\***

Community Living Services provides instruction to adults with developmental disabilities by assisting them to achieve their maximum potential. This position will help to coordinate and ensure a consistent and quality program in accordance with the agency's mission. Also, show an emphasis on maintaining the orderly functioning of services through the implementation of current procedures and applicable standards and regulations. Area Supervisors will help maintain a quality program which promotes person-centered planning and active treatment practices. Our goal is for adults to become as independent as possible, more self-sufficient and empowered, and to function productively and happily as integral members of their family and the larger community.

**Marc Center Area Supervisors need to have excellent communication skills, both verbal and written, believe in working as a team, be energetic and have a positive attitude. They must show initiative, dependability, be flexible and have the ability to supervise and work with diverse personalities, with a positive attitude. Area Supervisors perform all duties in accordance with TQM which recognizes a commitment to the customer with continuous improvement and be able to adhere to the concept of Marc Center's philosophy of serving individuals with disabilities. Area Supervisors will ensure the accurate completion of administrative tasks to include, but not limited to: payroll, program development, committee representation, scheduling, program documentation, service authorizations, ISPP information, service inquiries, case records requirements, billing, attendance, medication administration, and general record keeping.**

All in-house applicants must have all Marc Center certifications up to date, all vital information up to date to become or stay an authorized Marc Center driver.

#### **Education Requirements:**

Staff must have an appropriate education in social work, rehabilitation, or any equivalent combination of education and training. Applicants must have two years of supervisory experience and experience working with individuals with disabilities.

#### **Other Requirements:**

Must be 21 years of age or older, have an Arizona Drivers License with clean 39 month Motor Vehicle Report. Every employee must pass a pre-employment drug test and obtain/maintain fingerprint clearance card.

**EOE/AA**