Day Program Supervisor

11/18/2026 Posting

Job Summary:

This position reports directly to Operations Department and works in close partnership with KSI Operations Management team. Under the direction of the Operations Department, this position is responsible for maintaining caseloads; planning, documenting, implementing and reporting on individual's care plans; participating in scheduling of daily activities; providing training for participants as needed; organizing and implementing community trips; and training, supervising and evaluating assigned Direct Support Professionals on daily services and program curriculum. All actions of the employee will be consistent with the agency mission statement.

This position is a full-time position, Monday – Friday 8:00 a.m. – 4:00 p.m. Pay Grade 5 with a starting annual salary of $46,500.00. Company offers Health/Dental Insurance, 401 K, company paid Accidental Life & Disability and other company discounts along with Vacation and Holiday pay. The Day Program Supervisor plans, implements and documents services and supports for each assigned program participant. Provides training and supervision of Direct Support Professionals as needed.

Essential Functions:

1. Assists in oversite of daily operations of day habilitation program.
2. Ensures compliance with state regulations and agency policies.
3. Plans and leads group activities, outings, skill sessions, daily schedule and monthly calendar.
4. Develops participant service plans and completes required documentation to ensure program compliance.
5. Maintains caseload and accurately tracks/monitors participant information, individualized plans, and case files per required timeframes.
6. Develops participant service plans and completes required documentation to ensure program compliance.
   Monitors individual participant progress and adjusts programming as needed.
7. Conducts/documents required care plan meetings, data collection, and quarterly and yearly reviews within required timeframes.
8. Coordinates and supervises staff.
9. Provides coverage and support during program activities.
10. Collaborates with families, providers, and community partners.
11. Maintains professional boundaries while treating participants, families, and community partners with respect and dignity.
12. Maintains accurate records and reports.
13. Participates in KSI program activities as assigned.

<u>Other Requirements</u>

1. Adheres to all KSI policies and procedures.
2. Follows all safety procedures and works in a safe manner.
3. Maintains specific training and/or certification applicable to position as required; Responsible for completing on-line training on-time. Initial training may include but is not limited to; New Employee Orientation, CPR/AED, First Aid, approved behavior intervention training, and all other trainings and certifications.
4. Conducts themselves in a positive and professional manner.
5. Completes other duties as assigned.

Skills and Abilities:
Must possess excellent written and oral communication skills for creation of individual support plans, programs, reports, correspondence and other documents; Have established problem solving and conflict management skills; Have knowledge and experience in and/or relevant experience in working with individuals with intellectual and/or developmental disabilities; Must have efficient interpersonal skills.

Qualifications:

A Bachelor's Degree in Human Services, Behavioral Health, or similar related field is preferred. Three years of relevant case management experience is preferred. Three years of supervisory experience is required. Must be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing. Must have a valid Delaware driver's license with no more than two moving violations at time of hire.

KSI, Inc. provides equal employment opportunities to all employees and applicants for employment

F/M/Veterans/Disabled/Sexual Orientation/Gender Identity