

## **Specialized Services Supervisor**

SeniorsPlus has a full time, 40 hours/week position in the Lewiston office or working remotely.

This position is responsible for the direct oversight and staff supervision including development, management and implementation of the Specialized Services program for the following services: Emergency Response Systems, Facility Respite, Assistive Technology, and Home (Environmental) Modifications, and Household start-up.

### **RESPONSIBILITIES**

- **Coordination/facilitation of environmental modification work between client and contractor**
- **Design of oversight process per contract**
- **Tracking of processes and outcomes, reports and follow up**
- **Assures compliance with applicable contract rules and regulations and quality assurance and service plan review**
- **Assists the team with referral work as needed**
- **Some travel for home visits may be required**

### **EDUCATION and/or EXPERIENCE**

- **A four-year degree in a health care or business-related field or a licensed health care or human services professional required**
- **A minimum of one year experience in a health care related setting, home care preferred, with one year experience in provider relations and communication skills**
- **A minimum of two years' experience in supervision or leading a team project is preferred. Microsoft office experience required**

Job Type: Full-time

Pay: \$26.00 - \$29.00 per hour