
JOB DESCRIPTION

JOB TITLE: AVP Program Supervisor
DEPARTMENT: AVP-Hayward Campus
CLASSIFICATION: Nonexempt
REPORTS TO: Program Director / Director of Operations
SUPERVISES: Direct Support Coordinators, Job Coach, and other personnel as assigned.
REQUIREMENTS: **Education:** A.S. Degree in relevant field is preferred – will consider experience in relevant field in lieu a degree.
Experience: Four years of current experience managing personnel in the provision of programs for persons with I/DD including training and/or job placement.
Other: Ability to independently represent the agency in the community. Knowledge of and commitment to the principles and concepts of inclusion and least restrictive environment. Valid California driver's license with a safe driving record.

Position Summary:

Supports the Program Director in overseeing daily operations of the AVP Program. Establish and maintain relationships with community partners and public agencies to secure activities and potential employment opportunities. This role ensures high-quality services for individuals with intellectual and developmental disabilities, (I/DD), while maintaining compliance with regulatory standards and promoting inclusion and person-centered practices

Responsibilities include:

- Work closely with the Program Director to orientate, train, appraise, and supervise staff, (Direct Support Coordinators).
- Ensure compliance with California policy, procedure, and regulations.
- Seek and develop competitive job opportunities for individuals enrolled in the program.
- Manage incidents in accordance to state and federal guidelines.
- Oversee preparation by the AVP staff of all documents for accuracy, thoroughness, and timeliness, for the Client semi-annual and annual reviews.
- Coordinate timelines for clients semi-annual/annual ISP meetings.
- Ensure clients are on track for their annual Physicians report.
- Provide support as needed to the program manager in collaborating with the local schools to acquire referrals for youth in high schools and assist with the transition to work.
- Assist Program Director with the ISP in-take process.
- Review client files to ensure all documents are orderly and complete.
- Schedule and post staff breaks and meal periods.

- Review staff timecards daily time punches for accuracy and timeliness.
- Oversees and directs daily program operations as outlined by the Program Director.
- Perform other duties as assigned.

Work Environment:

This position involves both administrative and on-site program responsibilities, including interaction with clients, staff, and community partners.

Skills and Abilities Required:

- Excellent supervisory skills.
- High level of professionalism.
- Good people skills are necessary to interact effectively with coworkers, employees, employers, individuals supported, families and outside contacts.
- Ability to read, write, speak, and understand English.
- Excellent oral and written communication skills
- Excellent organizational skills
- Must be able to maintain the strictest confidentiality.
- Proficiency in the use of a personal computer and appropriate software and E-Mail system
- Ability to analyze problems and determine corrective measures.
- Availability on various days and times during the week.

Reviewed & Approved Annually by Ron Luter 7/11, 7/12, 6.13, 6.14:
Revised by P. Pistello -04/27/2026