



Job Title:	Life Connections Supervisor	FLSA:	Exempt
Department/Group:	Community Support	Reports To:	Vice President Community Support Services
Location:	Lewis	Travel Required:	Occasional
Position Type:	Full-time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: Assist with provision of direct services through group and individualized activities per treatment plan to promote change toward independent living			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Develops plan for, provides, and supervises provision of direct services through group and individualized activities per treatment plan to promote change toward independent living. • Program planning through developing and coordinating programs and activities relevant to continuing care. • Generate referrals through program and community development. • Administrative duties include: completion of medical records, billing, outpatient treatment report documentation as required. • Collateral contacts with significant others. • Transportation of consumers to and from program when necessary. • Other duties as assigned. • Provides Administrative supervision for the associate supervisor. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Bachelor's degree in Psychology, Social Work or a human service related field required. Master's level candidates who are licensed or license eligible preferred. 			
Physical Requirements			
<ul style="list-style-type: none"> • Ability to move freely around program facility and to assist consumers when necessary 			
Special Requirements			
<ul style="list-style-type: none"> • Valid driver's license • Dependable transportation. 			
Reviewed By:	Vice President Community Support Services	Date:	09/12/2018
Approved By:	Human Resources	Date:	09/12/2018
Employee Signature:			
Last Updated By:	09/12/2018		