Leader Standard Work - Placement Center Program Supervisor

Month

pdated: 9/19/19		W	eek	1			We	eek	2			We	ek 3	3			Wee	k 4			We	ek	K
Daily Activities	Μ	Т	W	Т	F	М	Т	W	Т	F۱	N .	τ ν	v '	T F	FN	N 1	ΓW	Τ	F	Μ	ΤV	w	Γ
Review the Placement Board for the # children in-house/Review the DCYF D-1																							Γ
Shelters inbox for incoming referrals																							
Review vacancy reports (FH, GH & SH)																							ſ
Quality control placements																							
Quality control (tracking logs, PARFs, stabilization, and 1:1's)																							ſ
Check on needs of children pending placement, assign tasks as needed																							ſ
Collaborate with OLR to expedite licenses																							ſ
Review and approve intensive or shelter placements																							ſ
Review and respond to all incoming correspondance																							ſ
Conduct staffings for children that will be placed at shelters																							ſ
Staff urgent case circumstances																							ſ
Review service referrals/payments for approval, denial and provide for upline																						Τ	ſ
approval as required																							l
Address client concerns (phone calls, walk-ins, Ombudsman, FAO)						T																Τ	ſ
Review and sign travel claims																							ſ
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Day of	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
week	•	HOOK 1		THE CARE	Treek !	
	Update Huddle Board and Process Adherence data					
	Review countermeasures to prepare for Huddle Board Meeting					
	Conduct Unit Huddle Board Meeting					
	Ensure supervision staffings are scheduled for the following week					
	Collect and provide data to Central Office/Regional Office					
	Review Tableau and assign follow-up actions as needed					
	Review missing information on tracking logs					
	Meet with new workers as required					
	Participate in Section Huddle Board Meeting					
	Verify pre-approval for overtime					
	Review and approve timesheets (every other week)					
	Follow up on current/outstanding HR/employee issues					
	Grocery shopping					
	Community outreach/donations					
	Assign extension reports for completion					
	Validate all onboarding activities occurred and New Specialist Trainee Learning					
	Track is completed					



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Week of month	Monthly Activities	Status	Follow Up/To Do Items		For	Who	Due Date	Done Date
month	Conduct unit meeting & unit group supervision						Dute	Dute
	Conduct unit meeting & unit group supervision Conduct Group Home Vendor Performance Reviews							
	1:1 coaching with each direct report (enter in MAP)							
	Complete 22 week trainee performance evaluations							
	1:1 with Program Manager							
	Check/take action on excess leave for direct reports							
	Submit end-of-month reports							
	1:1 Coaching Session with Supervision Coach							
		-						
Month of	Quarterly Activities	Status						
Quarter		Status						
	Attend Region Supervisor Meeting							
	Attend Sectionwide Meeting							
	Attend GH/FH/DDD Provider's							
			Monthly 1:	rect Repo	orts	1		
			Name	Week 1	Week 2	Week 3	Week 4	Week 5
# of Month(s)	Annual/Bi-Annual Activities	Status						
		0.00.00	ļ					
	Complete MAP evaluations (annually or as needed)		 					
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