



# Leader Standard Work - Placement Center Program Supervisor

Month

Updated: 9/19/19

	Daily Activities	Week 1					Week 2					Week 3					Week 4					Week 5				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	Review the Placement Board for the # children in-house/Review the DCYF D-1 Shelters inbox for incoming referrals																									
	Review vacancy reports (FH, GH & SH)																									
	Quality control placements																									
	Quality control (tracking logs, PARFs, stabilization, and 1:1's)																									
	Check on needs of children pending placement, assign tasks as needed																									
	Collaborate with OLR to expedite licenses																									
	Review and approve intensive or shelter placements																									
	Review and respond to all incoming correspondence																									
	Conduct staffings for children that will be placed at shelters																									
	Staff urgent case circumstances																									
	Review service referrals/payments for approval, denial and provide for upline approval as required																									
	Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																									
	Review and sign travel claims																									

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
	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					

