

**TITLE: Work Supervisor**

**SCHEDULE: Full-Time 40 Hours**

**STATUS: Non-Exempt**

**DEPARTMENT: Production**

**RESPONSIBLE TO: Prod Mrg/ Dir of Operations**

**OBJECTIVE:** To provide training and supervision of persons with disabilities and non-disabled workers in rehabilitation training facility and/or community work setting.

**QUALIFICATIONS:**

**EDUCATION:** High School Diploma/GED

**EXPERIENCE:** 1 year experience in working with persons with disabilities and/or in industrial setting.

**TRAINING:** First Aid & CPR

**LICENSES:** Valid MA drivers License

**SKILLS / ABILITIES:**

- Ability to lift and move materials weighing up to 40 lbs. repeatedly.
- Ability to work standing and moving throughout an 8-hour shift.
- Ability to communicate effectively in writing and verbally.
- Ability to count and add accurately.
- Ability to interact effectively with disabled and non-disabled people.

**DUTIES:**

- 1. Train assigned workers on tasks, individualizing training methods to each person's learning style.**
- 2. Establish daily individual production goals, and effectively implement appropriate techniques to encourage attainment of goals.**
- 3. Implement individual rehabilitation plans for work performance, emphasizing appropriate work habits, behaviors, and attitudes.**
- 4. Assist workers in adjusting to a work routine and job expectations within the facility**
- 5. Communicate effectively with Production Managers regarding worker progress and performance.**
- 6. Respond appropriately to potentially problematic situations through direct intervention and/or referral for appropriate services.**
- 7. Establish and maintain effective, appropriate supervisory relationship with assigned workers.**
- 8. Complete accurate merit ratings for assigned off-sites.**
- 9. Orient and supervise assigned Individuals in safety and emergency procedures.**
- 10. Maintain assigned work areas in a clean, organized manner, which facilitates productivity and safety.**
- 11. Maintain and assure quality of all assigned jobs through systematic implementation of quality control procedures.**
- 12. Issue accurate credit for all piece work completed by assigned workers.**
- 13. Complete and submit accurate daily work slips.**

**14. Provide effective job set-up and methods for assigned crew consistent with time study methodology.**

15. Follow established procedures and utilize appropriate forms as required including Requests for Services, Job Requests, Supply Requisition, and Credit Slip.

16. Perform other duties as deemed necessary.

Please contact Richard Thetonia- Director of Operations

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Phone: 508-823-7134 Ext 222

**EMPLOYEE CONDUCT AND WORK RULES**

**To ensure orderly operations and provide the best possible work environment, PRIDE Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- \* Human Rights Violations and failure to uphold the rights and dignities of individuals we service and their family members
- \* Theft or inappropriate removal or possession of property
- \* Falsification of timekeeping records
- \* Working under the influence of alcohol or illegal drugs
- \* Sleeping on shift
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- \* Fighting or threatening violence in the workplace
- \* Boisterous or disruptive activity in the workplace
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- \* Insubordination or other disrespectful conduct
- \* Violation of safety or health rules
- \* Smoking in prohibited areas
- \* Sexual or other unlawful or unwelcome harassment
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Unauthorized use of telephones, mail system, computer systems, or other employer-owned equipment
- \* Unauthorized disclosure of information in violation of confidentiality policies
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct

**Employment with PRIDE is at the mutual consent of PRIDE Inc. agency and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised 6/91, 6/92, 6/93, 3/95 2/22  
Reviewed