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Independent Contract Program Supervisor

Employer

Mosaic
2120 E 9th Ave,
Winfield, KS 67156
402-235-8203

Job Description

Independent Contract Program Supervisor (Host Home Supervisor)

\$2500 Hiring Bonus

If making a positive impact in the lives of others is a constant on your to-do list — you'll LOVE working with a team that puts people first.

We're looking for an Independent Contract Program Supervisor to join our team!

Reporting to the Independent Contract Program Manager, the primary focus of this role is to ensure the individuals served by contractors in home environments are compliant with state rules, regulations and Mosaic's quality standards and requirements.

Who will love this job:

- *A go-getter* - you're always looking for ways to add value, do better work, improve processes, build others up, and make the world a better place
- *A mediator* - you're a catalyst for building trusting relationships
- *A standout teammate* - you bring creative anticipation, imagination and persistence to the teams and projects you're on.
- *A relater* - who doesn't shy away from meeting or helping new people but instead forms solid, genuine and mutually rewarding relationships.

- *A thoughtful coach* - who inspires confidence while providing support and encouragement

What you'll do in this role:

- Cultivate, build and maintain positive relationships with independent contractors, family members and others stakeholders
- Recruit new independent contractors to ensure we have enough qualified providers to provide the services needed
- Monitor service/program plans, assessments, and goals, making certain that the personal outcomes for individuals served are being met
- Review information from medical visits, providing follow-up to monitor medication administration for accuracy.
- Review and provide assistance as needed to develop and implement service plans while ensuring proper documentation

Necessary skills and experience:

- Strong verbal and written communication skills
- Positive, high energy and solution-oriented mindset
- Excellent listening, problem-solving and organizational skills
- Attention to detail
- A love of operations and creating seamless, efficient environments
- Bachelor's degree and at least two years of related experience


Extras we think you'll love:

- Competitive Pay
- Health Insurance
- Professional & Personal Development Opportunities
- Tuition Reimbursement
- Paid Time Off (you earn it from day 1!)

Requirements

Ideally you have:

- A passion to serve others
- Strong attention to detail and an even stronger desire to serve others in a team environment
- A love of operations and creating seamless, efficient environments

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- Excellent time management skills and the ability to juggle multiple responsibilities while communicating honestly about your timelines, challenges, and questions.
 - Ability to adapt as needed in a growing environment
 - Associates degree in a related field
 - One year experience in a related field
 - Certification in CPR or willingness to obtain
 - Certification in medication administration or willingness to obtain

Schedule:

- Monday-Friday Day Hours
- Some On Call Responsibilities

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