

# COMMUNITY FORWARD SF

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## JOB DESCRIPTION

**Job Title:** Site Supervisor  
**Reports To:** Director of Programs  
**Status:** Exempt

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### **PRIMARY RESPONSIBILITY:**

The Site Supervisor is responsible for the oversight of daily operations of all Community Forward SF (formerly Community Awareness & Treatment Services, Inc. (CATS)) programs, under the direction of the DoP.

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### **ESSENTIAL JOB DUTIES:**

- Train and supervise front line staff, under the direction of the Director of Programs
- Ensure proper documentation and staff coverage
- Responsible for coordination of maintenance of facilities
- Monitor client intakes, placement and referral within the continuum of care
- Maintain and document review of client charts on a regular basis
- Ensure all shift supervisors and line staff adheres to established policies and procedures
- Participate in staff schedules and daily program activities
- Participate in program planning, development, and maintenance of program goals
- Act as a community liaison
- Participation in team conferences as appropriate
- Participates in Program Internal reviews
- Training and meeting attendance
- Must be available to work weekends
- Other duties as assigned

### **QUALIFICATIONS:**

- Associates degree in Human Services and/or related field or equivalent required
- Two years management/supervisory experience and the ability to work independently and cooperatively
- Thorough knowledge of homeless, mental health, substance abuse, HIV and cultural diversity issues
- CPR and first aid certification required
- Strong organizational and administrative skills
- Knowledge of San Francisco billing databases (i.e. AVATAR, ARIES, Mayor's Office of Housing/Short-Doyle and Mental Health/Medi-Cal)
- Knowledge of San Francisco community resources and neighborhoods
- Good communication skills, both oral and written

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job duties are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the supervisor and management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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