

# job title: program supervisor (three rivers)

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**Hours:**

40 hours/week - Monday through Friday 8:00am-4:00pm

**Educational Requirements:**

High School Diploma or equivalent with 2 years' related work experience.  
Associate Degree in a related field preferred.

**Other Requirements:**

Ability to lift 25 lbs. comfortably, a valid driver's license and a personal reliable vehicle for transport of clients.

**Job Summary:**

Assist the Program Manager with the day-to-day operations of the site, managing and maintain accountability for program activities, clients and staff, supervision of Direct Support Professionals and Case Managers, and provide case management to clients. Assist with hiring, training and staff development.

**Accepting applications at 75 Litwin Lane, Chicopee, MA 01020 or at [www.career.us](http://www.career.us)**

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