

Job Description

Job Title: Program Director Replaces: (if applicable) Adult Services Director	Position Number: DSP800
Reports to: Executive Director	Hours & Payrate:

Purpose: To direct the operations of various programs of Community Options Inc. (COI) in accordance with COI Mission and Value Statements. Program oversight may include all or portions of all of the adult programs as assigned e.g. residential, day and supported living services. This position is a combination of administrative duties including supervision of staff as well as oversight of programmatic services. To work proactively with all teams and participate in developing the agency vision.

Qualifications:

- Bachelor's degree in human services, administration, or related field is required or 6 years of management experience in the intellectual/developmental disabilities (IDD) field may be substituted for the bachelor's degree.
- At least two years of staff supervision is required.
- Previous experience working with people with IDD is strongly preferred.
- Excellent oral and written communication skills.
- Proficiency in computer skills necessary for documentation and communication.
- Strong organizational skills.
- Valid Colorado license with acceptable driving record.
- Acceptable criminal background check.

Essential Duties and Responsibilities

Administrative Duties

- Possess a good working knowledge of all federal, state and CDPH&E rules and regulations as well as COI policies and procedures and be able to apply to various programmatic areas
- Maintain licensing and program approval standards at all facilities in accordance with relevant state requirements.
- Supervise and evaluate Assistant Program Directors and/or Managers as applicable.
- Create and implement planning and organization of services in all program areas.
- Provide input into budget development each year.
 - Oversee cost centers revenue and expenditures on a monthly basis.
 - Provide oversight of program schedules to minimize overtime and assure adequate staffing ratio based on client needs.
 - Assure all billing is submitted in a timely manner to the business office.
 - Maximize revenues from all sources.
 - Provide authorization for all program expenditures over \$250.00
- Responsible for the development of the Annual Plan and Annual Report for assigned program areas with input from relevant program staff.
- Establish communication with peers across the state, attend state-wide planning and coordination meetings.

Supervision of Staff

- Provide leadership to management staff, motivate staff to perform well, recognize good performance.
- Manage direct reports, including recruitment, hiring, supervision, scheduling, development and evaluation of management staff.
- Complete evaluations of management staff in a timely manner as needed or required.
- Monitor staff performance. Administer disciplinary action with input from the HR Department as needed.
- Assure management staff training is completed within required timelines.
- Conduct regular managerial meetings.

Programmatic Duties

- Ensure each client's rights are respected and all clients are treated with dignity and respect by all staff.
- Promote the concept of Person Centered Thinking and its implementation in the delivery of services in all program areas.
- Support all clients in developing their potential in becoming as independent as possible.
- Observe program operations and provide support and feedback to management and staff.
- Monitor program goals and objectives and report any unusual activities to the Executive Director.
- Report all incidents of suspected client rights violations, mistreatment, abuse, neglect or exploitation (MANE) to the Case Management Director or designee in timely fashion.
- Oversee all MANE investigations for assigned program areas.
- Make Occurrence Reports to CDPH&E as necessary and appropriate
- Attend all program surveys/inspections.
- Write and implement the Plan of Correction (POC) for all program surveys/inspections.

Other Required Duties

- Complete all mandatory training requirements within 90 days of hire; maintain ongoing courses as required.
- Participate in the development of staff training including implementation and presentation as needed.
- Prioritize effectively and efficiently.
- Participate in administrative, staffing, behavior management, placement and other meetings as appropriate. Is a member of Administrative Team.
- Maintain familiarity with agency policies and procedures.
- Meet regularly with the Executive Director to discuss ongoing issues.
- Other relevant duties as assigned.

Working Skills

- Maintain positive public relations with families, individuals, other agencies and the community at large.
- Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.
- Deal with stress and stressful situations in an effective, productive manner.

- Work with minimal supervision and recognize situations where assistance is needed.
- Effectively communicate with all other program areas, case management and administration.
- Develop connections in the community for the benefit of COI's programs.
- Participate in the development of the agency vision.
- Seek to encourage the contributions of others.
- Seek first to understand and then to be understood.
- Capable of addressing conflicts in a timely and appropriate manner.
- Encourage and is responsive to constructive criticism.
- Effectively follows through on assigned tasks.
- Seek to improve morale within the agency.
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PHYSICAL DEMANDS/ENVIRONMENT CONDITIONS:

- Program Directors are frequently required to walk, sit, stoop, kneel, or crouch.
- Program Directors must guard against repetitive motion injury because they may make substantial movements of the wrists, hands and/or fingers.
- Specific verbal abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed accurately.
- Program Directors must be able to reach forward, backward and upward with hands and arms as well as use fingers for picking up objects, determining texture and temperature. Use hands to handle, feel and/or reach forward with hands and arms. Use fingers for grasping, picking or typing.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to see well enough to prepare and/or analyze data, view computer terminals, view written documents and engage in extensive reading.

- Specific hearing abilities required by this job include perceiving sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication and being able to discriminate various sounds.

Supervision: Program Directors are supervised by the Executive Director. Program Directors are responsible for supervision of all managers or others who report to them.

I have read this job description and can perform all the essential duties of the position with or without accommodation. Please notify your manager if you are requesting accommodation.

Print Name

Sign Name

Date