

Job Description: Director of Adult Services

## Director of Adult Services

<b>Department:</b>	Adult Day Program
<b>Reports To:</b>	Chief Executive Officer
<b>FLSA Status:</b>	Exempt
<b>Classification:</b>	Full-Time
<b>Work Hours:</b>	8am-4pm Monday-Friday; as needed

### Education and Experience

Required:

- Bachelor's degree in Psychology, Developmental Disabilities, Human Services or related discipline
- 5+ years' experience working with individuals with Autism or related developmental disabilities
- 5+ years' experience management experience
- Experience working with individuals with mental health diagnosis
- Experience working with an aging population
- Experience with the Individual Support Plan (ISP) process and curriculum development
- Experience with alternative augmentative communication (AAC) systems
- Training in Positive Behavior Supports, Gentle Teaching and Missouri Quality Outcomes

Preferred:

- Certification in FA/CPR, Bloodborne Pathogens, Abuse/Neglect, MANDT, Level 1 Medication Administration, Class E Driver's License
- Master's degree in related field

### Essential Job Functions

- **Program Oversight**
  - Direction, coordination and supervision of ADS program
  - Maintain all licenses and certificates needed for your position and keep them up to date
  - Maintain and execute any licensing or auditing needs of the program
  - Responsible for maintaining all ADS staff records, individual program participant records and folders related to the ADS program. Track and schedule ADS staff trainings so they remain current.
  - Required to monitor for compliance with all Department of Mental Health (DMH) program requirements. Responsible for working with the Executive Director to prepare for, apply for and participate in the Licensing and Certification process conducted every 2 years, and the Provider Review and Quality Assurance Review conducted by the KC Regional office in the off years. Must know and use best practices in the field and adapt to changing instructional methods and philosophies as dictated by DMH or the County Boards responsible for support coordination of individuals. Will demonstrate knowledge of approved instructional strategies, Gentle Teaching, Positive Behavioral Support principles and the Missouri Quality Outcomes.
  - Treat individuals, families, other professionals and co-workers with respect. When on site or in the community/public setting you are always expected to maintain a professional and courteous tone of voice attitude and manner in all dealings as a responsible representative of Sherwood Center. Respect confidentiality with regard to individuals, staff and agency matters as per HIPAA guidelines.
  - Design program-wide activities to support core focus of program
  - Develop and maintain an ADS Program Handbook that outlines all program policies and procedures that are specific to the program and are not listed in the Sherwood Center Personnel Handbook or Sherwood Center Safety Manual under the supervision of the Executive Director
  - Maintain updated job descriptions for all positions within the ADS Program under the supervision of the Executive Director

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- Develop systems to measure continuous quality improvement and program outcomes
  - Attend community events to recruit perspective job candidates, market Sherwood Center, support autism and developmental disability awareness and other community partnerships as agreed upon by the Executive Director
  - Initiate and present ideas to enhance the ADS program on an ongoing basis
  - Bring problems to the attention of the Executive Director as they arise
  - Responsible for scheduling coverage for any staff absences. Responsible for recruiting and hiring under the direction of the Executive Director.
- **Supervisory Responsibilities**
    - Providing clear expectations and assigning duties to program staff
    - Ensuring that all ADS staff duties/expectations are carried out as instructed
    - Immediately addressing concerns over ADS staff duties/expectations not being executed in a professional manner
    - Provide Personnel and Program Handbook training to new staff and ongoing operational training to all program staff
    - Schedule reoccurring staff meetings and trainings as appropriate to meet the needs of the program
    - Disseminate information to supervisees regarding DMH standards on an ongoing basis
    - Demonstrate leadership characteristics (i.e., good work habits, positive demeanor, dress, etc.)
    - Conduct annual performance reviews for staff
- **Consumer Responsibilities**
    - Participate in and contribute to the development, implementation and follow- through of each Individual Support Plan (ISP) and any meetings necessary to deliver services from that plan
    - You will complete all daily data review, data summary and monthly reports promptly and accurately
    - Ensure that each room is environmentally appropriate for consumers
- **Fiscal Responsibilities**
    - Develop the annual program budget to propose to the Executive Director
    - Ensure that program revenue and expenses follow the BOD approved budgetary guidelines
    - Grant tracking and documentation of spending
- **Organizational Responsibilities**
    - Provide program data and other relative information with other departments as needed to meet organizational needs
    - Deliver reports, information and materials to appropriate staff and other professionals in a timely manner
    - Attend all Town Hall and all-staff meetings
    - Attend BOD meetings as directed by Executive Director
    - Respect confidentiality with regard to consumer, staff and agency matters
    - Develop and maintain the risk register and reporting for the ADS Program and attend quarterly Safety Committee meetings