

Job Description: Adult Program Manager

Adult Day Habilitation Program Manager

Department:	Adult Day Program
Reports To:	Director of Adult Services
FLSA Status:	Exempt
Classification:	Full-Time
Work Hours:	7:30am-4pm Monday-Friday; as needed on weekends

Education and Experience

Required:

- Bachelor's degree in Psychology, Human Services, Social Work or related discipline
- 5+ years' experience working with individuals with Autism or related developmental disabilities
- 3+ years' experience Supervisory experience
- Experience working with an aging population
- Experience with the Individual Support Plan (ISP) process and implementation procedures
- Experience with Medicaid documentation and billing
- Training in Positive Behavior Supports, Gentle Teaching, Missouri Quality Outcomes and TOOLS
- Strong computer and technology skills

Preferred:

- Certification in FA/CPR, Bloodborne Pathogens, Abuse/Neglect, MANDT, Level 1 Medication Administration, Class E Driver's License
- Experience with Therap and Paylocity software

Essential Job Functions

- Management of daily program operations for Day Habilitation services to ensure services are being implemented successfully.
- Ensure compliance with all governing bodies including but not limited to the Department of Mental Health (DMH), Medicaid, and internal policies and procedures.
- Effectively supervise program staff to ensure accurate and timely completion of responsibilities, maintain program quality, and to provide feedback as necessary.
- Coordination and management of program staff/scheduling to ensure proper ratio.
- Communicate and coordinate with outside agencies for the care of the Individual in services.
- 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.
- Review and manage the completion of all Individual monthly reports and ensure all documentation is turned in on time and completed accurately.
- 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
- Demonstrate knowledge of approved instructional strategies, Gentle Teaching, Positive Behavioral Support principles and the Missouri Quality Outcomes
- Respect confidentiality with regard to individuals, staff and agency matters as per HIPAA guidelines
- Participate as a member of the Admissions and Discharge Committee
- Assist in annual performance reviews for staff
- Must be able to exert, lift, carry, push/pull up to 50 pounds
- Must be able to demonstrate good balance, object handling, object fingering, feeling, simple hand grasping, firm hand grasping and occasional running or jogging.
- Other duties as assigned

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Acknowledgement

By signing below, I acknowledge that I have read, asked any questions I may have about the essential functions of my job description and am confirming that I am able to fulfill the responsibilities necessary to do the job competently and without limitations or reservations.

Employee Print Name

Employee Sign Name

Date