

***Achieve with us®***

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| **TITLE** | **Residential Program Director** |
| **EOE STATEMENT** | We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law. |
| **CATEGORY** | Management |
| **DESCRIPTION** | Will have responsibility for overall operation of assigned group homes in the residential program which includes both people and financial resources. Will be responsible for ensuring appropriate services are delivered in the most cost efficient and effective manner while ensuring quality and compliance with all agency, state, federal, and regulations specific to program(s). This includes ensuring and upholding the philosophy of persons served self-determination. Duties include recruiting, selecting, evaluating and training of staff; and ensuring and upholding the philosophy of persons' served self-determination.  This is a FT exempt position that includes a variable/flexible day, afternoon and evening hours schedule, Mondays-Fridays, with occasional weekends and emergency coverage required. |
| **POSITION REQUIREMENTS** | Position requires a Bachelor’s Degree from an accredited school and three (3) years’ experience in human services field with a minimum of two (2) years of supervisory experience required. Must also be 21 years old or older and have a valid driver’s license along with two (2) years of driving experience and good driving history.  Applicants also need to pass a reading comprehension and math test, a background check, and pre-employment screenings which include a drug screen and physical/fitness test. Position requires lifting and transferring (at least 50 pounds), and the ability to provide direct care and implement proper restraint techniques to ensure the health and safety of the persons served. |

See Additional Pages for More Details

**Dan Vannoy, Recruiter**

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| **ESSENTIAL DUTIES AND RESPONSIBILITIES** | Manage the operational activities of the department, including recruiting, hiring, and maintaining staffing levels to meet the needs of the department and individuals served.  Responsible for the fiscal management of the program(s) by monitoring financial records, expenditures, individuals served accounts, and program billing in a timely manner; assists in writing proposals and budget development.  Supervise and fairly and consistently manage staff in accordance with the agency’s policies and procedures.  Analyze and document business processes and problems and develop solutions to enhance efficiencies and effectiveness.  Coordinate and assure the appropriate implementation of Quality Assurances procedures for specific program(s).  Assist staff to resolve policy issues or operational problems.  Assist employees in establishing goals and conduct the quarterly meetings with staff, including the annual performance evaluation.  Coach and provide career development advice to staff.  Ensure fair and consistent evaluations in accordance with established guidelines.  Will facilitate communication with all levels within the agency and outside of the agency.  Schedule and conduct monthly department staff meetings.  Will ensure that all Incidents within specific program(s) are reported, investigated, and dispositioned according to policy.  Will work collaboratively and cooperatively with the Human Resources Department on personnel policies, procedures, and coaching and corrective actions.  Will be responsible for participating in the development, implementation, documentation, and monitoring of safety procedures and protocols within the agency.  Assist in establishing and fostering a team approach and coordination of the agency’s services and the sharing of resources among programs.  Develops subordinates by inspiring their best efforts to achieve identified goals. Assigns tasks in accordance with their development needs.  Ensure that services are delivered within the budget constraints of program and the relevant DHMH regulations.  Coordinates admissions/discharges of individuals to programs assuring that appropriate personnel act within guidelines of the funding source.  Ensure that all administrative duties necessary to the adequate implementation of the programs are accomplished, including development of program policies and procedures, hiring and training of staff, and participation in budget reviews and development.  Will seek new funding in order to create and expand necessary services for disabled individuals in the agency’s service area. |

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| **ADDITIONAL DUTIES AND RESPONSIBILITIES** | Will perform other duties that are assigned by supervisor.  Attends trainings and other appropriate workshops/conferences as required.  Develop and facilitate a positive community presence, focusing on networking opportunities, enhancement of opportunities for individuals, and increasing community awareness of the agency and its mission. |
| **JOB SPECIFIC COMPETENCIES** | Ensures persons served needs and care are met and address changing needs through the team process, ensuring 24-hour on-call services for assigned caseload.  Ensures the persons served receives protection and education as it relates to their rights, self-advocacy, self-determination and values.  Works collaboratively and cooperatively with the Senior Residential Director with the following functions:  • Administrative staff meetings  • Long range planning  • Budget development  • Admissions and discharges  • Special projects, intra-agency reports  • Participation on committees/fundraisers  • Policy development  • Investigations  Assists persons served with developing community partnerships, family relationships, friendships, and social opportunities.  Ensures the overall maintenance of assigned homes. |