

JOB OPENING

DATE: January 2, 2018

JOB TITLE: Assistant Director of Adult Services (Residential)

CATEGORY OF EMPLOYMENT/STATUS: Administrative

CATEGORY OF EMPLOYMENT CLASSIFICATION: Full-time/Exempt

DEPARTMENT: Adult Services

JOB SUMMARY: Under the direction of the Director of Adult Services, the Assistant Director is responsible for the day-to-day management assigned residential programs. Responsibilities include but are not be limited to: addressing consumer needs, supervision and training of staff, financials, overtime management/ staffing efficiency, maintaining a safe and functional home environment as well as ensuring a variety of meaningful home and community based activities are available to consumers on a regular basis. Position will oversee all aspects of the assigned programs.

LOCATION: As per the need of the service; generally work is in the community, residential programs as well as in the agency's main office.

EDUCATION/EXPERIENCE: Undergraduate degree in Social Services or related field required, Masters preferred. (May substitute 4+ years experience in the field in lieu of a degree.) Two to four years' experience working with persons with developmental/ intellectual disabilities. Minimum of two (2) years of experience in a manager/supervisory role and residential experience in the field of same population desired.

SALARY: As per Agency salary guide.

BENEFITS: Generous Benefits Package Including: Medical, Dental and Life Insurance, PTO (paid time off) and holiday/ floating holiday pay; 401K Plan, credit union membership; tuition assistance, gym reimbursement and more.

RESPOND BY: 1/16/2018

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