

JOB DESCRIPTION

JOB TITLE: Assistant Director, Residential Services

CATEGORY OF EMPLOYMENT/STATUS: Administrative

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time

DEPARTMENT: Residential Services

JOB SUMMARY: Under the direction of the Director of Residential Services, responsible for the day-to-day management of residential facilities.

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

DUTIES:

1. Assist managerial personnel with daily trouble-shooting and management of personnel, consumer, and operational issues. Update supervisor and Executive Staff (daily or as needed) about same.
2. Assist Managers in monitoring performance management of program staff (including evaluations, developmental plans, progressive discipline, etc.).
3. Assist manager to ensure adequate staffing and shift coverage.
4. Conduct supervisory meetings with managers at least biweekly. Respond to manager's concerns; assist managers in their administrative duties to ensure policy compliance.
5. Interview for managers and other positions as needed, coordinating selection and new hire process with Human Resources Department.
6. Act as mentor for new manager personnel: perform training and staff development and provide ongoing assistance as needed for skill development.
7. Visit program at least biweekly, or more often as needed, to meet with consumers, attend staff meetings, inspect physical plant and perform audits as needed. Appropriately respond to/report needs as identified by the consumer, family, staff, other agencies, DDD, etc.
8. Strategize to reduce spending for programs. Monitor payroll spending in programs; working to control overspending, analyze trends, issues, approve overtime as needed.
9. Coordinate and participate in the development of annual agency budget and interim processes. Review and approve purchase orders and check requests; includes projecting needs, analyzing current fiscal status.
10. Assist management with correspondence/communication with family members, health care professionals, other providers, etc. Support/interact with families as needed.
11. Visit, interview, and report on potential consumers. Develop letters of intent and ancillary materials as directed.

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12. Act as a community liaison and advocate for consumer inclusion and bridge building. Act as liaison between residential and vocational services. Serve as an Inter-Disciplinary Team member for all consumers as assigned.
13. Ensure IHP goals and objectives are being properly implemented.
14. Review all incident reports and support service referrals. Submit support service referrals if applicable. Assist managers with implementation of recommendations made by Support Services as needed.
15. Ensure compliance with licensing standards year round. Assist program managers to prepare for licensing, attend inspections, answer requests of licensing personnel, and follow-up to licensing deficiencies. Act as a liaison with other agencies regarding licensing issues.
16. Review and approve consumer vacation proposals.
17. Act as on-call administrator for all programs, respond to needs of consumer/staff in all programs when on-call, update supervisors of all on-call issues.
18. Conduct/participate in internal investigations procedure as needed.
19. Participate in other special projects relating to program or consumers.
20. Act as agency representative in the community at special events or meetings.
21. Participate in the development and/or revision of Department Policy and Procedure manual and various departmental processes.
22. The employee must cooperate with the Licensee and Department staff in any inspection or investigation
23. Perform additional duties as per the nature of the position or as requested by Supervisor.

IMMEDIATE SUPERVISOR: Director of Residential Services

DIRECTION OF OTHERS: Program Managers

POSITION WITHIN THE TABLE OF ORGANIZATION: See "Table of Organization".

WORKING CONDITIONS/HAZARDS: The behavior of consumers may change dramatically without obvious cause, creating, at times, dangerous situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop kneel, crouch or crawl; and talk or hear. The employee must occasionally lift and or/move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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EDUCATION: Undergraduate degree in Social Services or related field required.

EXPERIENCE/TRAINING: Minimum of two (2) years of experience with a Developmentally Disabled population required. Supervisory experience also required.

JUDGEMENT/INITIATIVE: Must work with minimal supervision and have the ability to direct innovative therapeutic programs. Must be able to properly interpret and apply agency's policies and mission statement.

COMMUNICATION SKILLS: Must have well established oral and written communication skills (in English) with all levels of staff and with persons and agencies in the community.

SALARY RANGE: As per agency salary guide.

DATE EFFECTIVE: July 1, 1988

DISCLAIMER CLAUSE: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of the position of Assistant Director, Residential Services.

Revised: 06/92, 12/96, 03/97, 01/02, 12/03, 10/06, 3/11