



JOB DESCRIPTION

Program Director

Job Summary

Program Directors (PDs) supervise the delivery of services to children & adults with developmental disabilities, as well as the elderly. Our mission is to help our consumers live happy, healthy, and fulfilling lives. PDs provide the necessary administrative and hands-on support to AIRES programs to enable them to fulfill this mission.

PDs supervise Program Managers who operate Group Homes (small residential homes that serve 2-5 people), Day Programs (living skills & pre-employment training), Home & Community Based Services (in-home care and supports), and Vocational Rehabilitation (vocational skill training and job placement). The number of PMs supervised will depend on organization and structure of individual programs, but often includes 3-6 PMs.

Working under the direction of a District Director, PDs are responsible for supporting and supervising the operation of several AIRES programs. As part of their duties PDs monitor the quality of the services being provided to ensure that they meet the standard set by AIRES management. PDs provide training and assistance to PMs and Direct Support Professionals (DSPs) to improve the effectiveness and efficiency of services. PDs also work directly with our consumers for training purposes and to provide consumers with the necessary staffing support. PDs meet with consumers, family members, and government representatives to create a plan to deliver the services needed. PDs coordinate internal resources and facilitate communication of policies, practices, and programs to PMs and their programs. PDs review and complete the necessary paperwork to document the activities of the program and its consumers to demonstrate that the program operates within state rules and guidelines.

Essential Duties and Responsibilities

Providing our consumers with the highest quality of care and services is our mission. AIRES has an uncompromising commitment to quality and integrity—employees are expected to perform their duties and responsibilities to our high standard of quality.

Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.

Program Support—Ensures that the program is operating effectively and required activities are being conducted; ensures that consumer needs are being met; documents that the program follows state rules and guidelines; maintains consumer files and records; creates teaching and behavior treatment plans; directs the spending of program money; reports facility and vehicle maintenance issues; responds to consumer and program emergencies and is generally available 24/7

Staff Management—Supervises the staff and provides guidance about the activities of the programs; supervises the programs' staff scheduling and ensures that shifts are covered; conducts interviews hires qualified candidates; provides coaching and feedback, and completes staff performance evaluations; disciplines staff members as needed; provides training on consumers and program activities; collects, enters, and audits staff timesheets

Advocacy—Assists consumers with achieving personal goals; works on behalf of consumers to overcome barriers; helps consumers participate in activities of their choice; respects consumer's personal beliefs, choices, and interests

Operational Support—Maintains cleanliness of program; drives company vehicle to transport consumers to their activities; completes tasks that are beyond the consumer's abilities; follows policies and procedures for handling money

Professional Behavior—Acts in a professional manner and communicates effectively with others; completes training programs; attends required meetings



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Minimum Qualifications

In order to perform these functions and meet the requirements put forth by the Division of Developmental Disabilities, applicants for the PD position must: 1) be age 21 or older (PDs are required to be drivers) and must meet the qualifications of a driver as established by our insurance carrier and AIRES policy; 2) have a high school diploma or GED; 3) be able to pass a background check and receive a fingerprint clearance card from the Department of Public Safety; 4) be able to provide 3 verifiable non-family references including 1 previous employer; 5) previous experience in a management position; and 6) previous experience working in human services (social services, elder care, etc).

Required Knowledge, Skills, and Ability

Because of the essential duties and responsibilities of the PD position, applicants for the position must: 1) be able to lift up to 75 lbs, be able to walk, bend, squat, turn in the knees, back, wrists and shoulders, and grasp with both hands (*in order to perform CPR/First Aid and required Client Intervention Techniques*); 2) have full vision and hearing or correctable adequate vision and hearing; 3) be able to speak, read, and write English; and 4) for some positions, employees must be able to pass a TB test; 5) have basic computer skills such as data entry, word processing, and spreadsheets

Working Conditions

While working as a PD, employees may be exposed to the following conditions: 1) unconventional schedule—AIRES operates programs and services 24/7, 365 days a year; 2) possible exposure to bloodborne pathogens; 3) possible exposure to profanity, violent, and/or offensive behavior.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties and responsibilities