



## Job Description

<b>Job title</b>	<i>Director of Adult Services</i>	<b>Position</b>	<i>Full-time</i>	<b>FLSA</b>	<i>Exempt</i>
<b>Supervisor</b>	<i>Chief Operating Officer</i>	<b>Department Head</b>	<i>Chief Operating Officer</i>		

### Job Purpose

The Associate Director of Adult Services is an experienced administrator leading managers and staff in the daily operations of the Adult Services Department. The primary role of the Associate Director is to achieve the mission of The Foundation through the development, facilitation, and sustainability of a wide range of innovative, evidence-based services including but not limited to, vocational training, supported employment, independent living training programs, family support and clinical consultation services to adults with autism and other developmental disabilities. The Associate Director of Adult Services is responsible for assuring the overall quality and effectiveness of all services provided, and for the development and attainment of financial and operational goals. This position is responsible for ensuring continuous quality assurance is being effectuated and that programs and services are in compliance with our various funding entities, grantors, and oversight agencies. Strong leadership, communication, collaborative, and managerial skills are necessary.

### Detailed Responsibilities

#### Leadership

- Develop and maintain positive relationships with external stakeholders such as referral sources, collaborators, funders, family members of participants, program participants, employers or business partners and other non-profit agencies.
- Provide relevant program knowledge, analytical leadership, administrative guidance, and advice in the day-to-day management of the department's programs.
- Be accountable for development, implementation and monitoring or reporting related to the progress on attaining the established strategic goals and objectives for the department on a monthly, quarterly, and annual basis.
- Develop and implement standard operating procedures in needed areas to ensure consistency and quality within professional practices and service delivery.
- Apply professional judgment and experience in solving difficult issues.
- Assess and analyze financial data (profit and loss statements) and outcome reports on a monthly, quarterly, and annual basis to determine the effectiveness of program or service in attaining budgetary and outcome related targets.
- Be effective at engaging the public and promoting awareness through conducting and participating in various public speaking activities.
- Promote an environment that facilitates innovation, creative solutions, and empowerment.
- Ensure that input and feedback is obtained from those who provide and receive the program or services to ensure customer satisfaction and optimal impact, or outcomes are attained.
- Demonstrate competency in leadership skills, work, and service.
- Ensure appropriate fiscal management of the department.
- Perform related duties as needed or assigned.

#### Program Development

- Lead the development, expansion and sustainability of the Adult Day Training and Employment Service programs.
- Secure and maintain funding streams to ensure sustainability of adult programs and sustain existing relationships with funders.

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- Identify new program opportunities and continuous assessment of existing programs to support business recommendations to leadership.
- Work with Program Director to address and facilitate requests from outside organizations for replication of adult service programs.

### Program Execution

- Lead the continuous development and sustainability of our Adult Services Programs thereby ensuring our services are addressing the identified community service needs or program gaps. Seek funding to financially cover program cost.
- Conduct weekly Adult Service Team program staff weekly meetings and actively participate in Program team management monthly meetings.
- Conduct regular audits of adult services processes and systems to ensure efficiency and allow for growth of programs.
- Ensure that all compliance including licensing and regulations are met and maintained for active adult service funding sources (VR, APD, Medicare Waiver etc.).
- Conduct research related to evidence-based interventions for adults with autism and other developmental disabilities in accordance with the research focus areas of The Foundation.

### Grants

- Work collaboratively with Executive Director and Development team to determine qualified grant submissions.
- Oversee and monitor grant deliverables and reporting for adult service programs.
- Assists in grant writing as required.

### Reporting

- Work collaboratively with the Finance Department to ensure all grant budget, program and service fee structures and reporting are up to date and aligned with accounting records.
- Responsible for preparing and leading the auditing and programmatic compliance activities related to various funding sources, grantors.
- Compilation of assessments, reports, and other necessary program records for reporting purposes.

### Staff Supervision and Development

- Oversee, monitor, and provide ongoing professional development opportunities for adult services staff, emphasizing both individual and team goals.
- Facilitate the development of trusting relationships and partnerships with direct reports, staff, and co-workers.
- Serve as coach, mentor, and positive role model.
- Foster teamwork and continually assess the organizational structure to improve communication, proficiency, and effectiveness.
- Oversight of new employee searches to include resume review, interviewing, onboarding, and training.
- Oversight of all staff work hours to ensure staff remain within work schedules. Final review and approval of all staff time sheets and time off requests.
- Review of all Incident Reports that occur with either staff or program participants.
- Review of Person Centered Support Plans developed on enrolled participants.

### **Qualifications**

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### Required Experience and Education:

- Master's Degree in psychology, special education, behavior analysis or other related area
- Minimum 5 years' experience in serving adults with autism and other developmental disorders.
- Significant experiences in program and project management.
- Experience managing and leading teams and working collaboratively with related professionals and providers.
- Experience in providing adult services through Statewide and National agencies supporting adults with autism and developmental disabilities.
- Experience onboarding, managing, inspiring, and training staff.

### Required Knowledge Skills, and Abilities:

- Very strong skills and demonstrated competencies in the following areas:
  - Leadership, management, facilitation of diverse groups encountered in a complex environment.
- Ability to manage stress related to crisis intervention and meeting tight time targets.
- Ability to manage multiple tasks and assignments; to work with multiple programs with varying requirements and standards and provide support to staff members.
- Ability to conduct job and task analyses.
- Familiarity with job accommodation/modification techniques.
- Knowledge of ADA, Rehabilitation Technologies, and Instructional Techniques.
- Demonstrates excellent oral and written communication skills and the ability to communicate effectively with colleagues, parents, community members, and staff members.
- Demonstrates excellent time-management skill and organizational skills.
- Demonstrates excellent rapport with adults with ASD and developmental disabilities.
- Demonstrates ability to develop business partnerships to support The Foundations goals and services.
- Excellent computer skills, including Word, Excel, and PowerPoint, and data collection tools (e.g., EMR system).
- BLS certification
- Seizure training certification
- Experience with crisis and physical management (PCM trained)
- This job requires flexibility in schedule (may include working hours in the evenings and/or on weekends) and commuting between worksite locations