



Director of Adult Services

Reports to: Executive Director

Position Type: Full-Time

Pay Type: Salary

General Description

The director of adult services will provide regulatory and compliance oversight for Adult Services program at Unumb Place. They will provide regulatory and compliance oversight for all programming and oversee administration including growth strategy and client admissions. The director of adult services will develop and implement the annual budget.

Essential Core Responsibilities

Regulatory Compliance: 45%

- Maintains Adult Services program compliance with regulatory and licensing requirements at all times, including development and execution of corrective action plans
- Acts as point of contact for licensing and funding agencies, including routine and unplanned audits
- Serves as Adult Services Risk Manager, including review of risk management, individual risk screening, investigation, analysis, and the use of data to identify risk patterns
- Ensures all required documentation is on file, in good order, and current for individuals served in programs and Unumb Place staff & contractors
- Attends agency meetings, trainings, and events

Program Development and Administration: 25%

- Develops and implements strategy for growth in Adult Services program
- Develops, implements, and oversees program budgets
- Ensures timely delivery of financial billing information to Finance Department
- Works with Finance Department on all billing issues
- Directs, creates, and completes review and implementation of policies developed for Adult Services programs
- Determine staffing needs in collaboration with Human Resources and program staff
- Serve as point of contact for staff regarding non-clinical issues
- Develop and implement staff performance evaluation and monitoring system to ensure employee accountability and optimal program functioning

Services Oversight: 20%

- Serve as point of contact for parents and guardians of individuals served in each program
- Coordinate new client program admissions in collaboration with families, case managers, and staff
- Develop and submit individual service authorizations
- Seek annual approval of Individual Service Plans developed by program staff, adhering to deadlines



- Works with The Unumb Center for Neurodevelopment's executive team to be aware of clinical issues impacting individuals served

Performance Management: 5%

- Deliver expectations that are clear, well communicated, and relate to the goals and objectives of programs
- Staff under supervision receive frequent, constructive feedback
- Staff have the necessary knowledge, skills, and abilities to accomplish goals
- Performance issues are addressed and documented as they occur
- Safety issues are reviewed and communicated to assure a safe and healthy workplace

Essential Personnel/On-Call Requirements: 5%

- Provide on-call coverage on a scheduled basis. On-call coverage is defined as being available at all times by phone for clients, and in rare instances, being able to be on-site at the Residence if needed.
- In the event of a weather emergency, ensure adequate staffing on-site
- Ensure staff are scheduled to work and report to work
- Be available to report during an emergency if not previously scheduled

Experience Requirements

- Previous experience managing residential services for adults with disabilities
- Minimum of five years supervisory experience in the delivery of adult residential programs
- Working knowledge of state licensing processes and funding (including Medicaid standards and waiver services)
- Excellent record keeping skills
- Strong fiscal management skills

Education Requirements

- Bachelor's Degree
- Valid Driver's License
- BCBA certification preferred
- Experience in behavior analysis preferred

Essential Physical Requirements

- Lift 50 pounds (and keep back straight while doing so)
- Bend at all joints fluently
- Move in and out of and maintain a kneeling position for up to five minutes
- Reach in all directions
- Grasp using both hands
- Move quickly in both confined and open spaces to avoid safety issues
- Run to retrieve an individual who is moving quickly away from staff
- Maintain balance while lowering to a half squat position