



-VACANCY NOTICE-

POSTING PERIOD: November 5, 2018 – November 19, 2018

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Day Services Manager

PROGRAM: Day and Employment Services (Adult Services)

WHEN: Immediate

FLSA STATUS/CALENDAR: Exempt – Full Time

DESCRIPTION:

Under the supervision of and in cooperation with the Director of Programs and Services, is responsible for supervision and coordination of Holy Childhood's Day Habilitation, Community Habilitation and Prevocational Programs for people with developmental/intellectual disabilities.

RESPONSIBILITIES:

- Oversee all program operations to ensure compliance.
- Oversee all requirements mandated by the New York State Department of Labor to maintain compliance with 14c certification including payroll details for individuals.
- Supervise staff responsible for the day-to-day activities of the Day Habilitation, Community Habilitation, and Prevocational programs..
- Responsible for intake and discharge of individuals.
- Ensure staff receives all necessary training to meet the function of their positions.
- Oversee required regulatory paperwork to ensure compliance with OPWDD, OMIG, and Medicaid.
- Establish and maintain cooperative relations with other staff, families and agencies for successful delivery of services.
- Preparation, submission, and maintenance of accurate reports for funding sources.
- Monitor input into MITC and provide assistance to staff, as needed.
- Develop process and monitor program utilization
- Provide accurate data to assist the Director with the development of budgets for assigned programs.
- Monitor expenses.
- Develop program outreach and public awareness materials.
- Recommend program modifications for continuous improvement of services.
- Demonstrate initiative in fulfilling performance responsibilities and duties.
- Maintain current knowledge of laws, regulations, and policies in the assigned area of responsibility.
- Attend all required OPWDD trainings and meetings.
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, volunteers, vendors, and co-workers.
- Other duties may be assigned.

QUALIFICATIONS: At least 3 years directly supervising programs and/or services for people with developmental disabilities.

Bachelor's Degree from an accredited college or university in human services or related field. QIDP Status is required. The Day Services manager must have the ability to effectively lead a team, must be competent and proficient with current technological methods and must have exemplary communication, training, organizational and facilitation skills. Ability to become an agency authorized driver required.

Please send cover letters and resumes to:
employment@holychildhood.org

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender status, marital status, veteran status, national origin, or any other characteristic protected by law.

Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.