



Department: Administrative Office **Job Status:** Full Time
FLSA Status: Non-Exempt **Reports To:** Director of Programs
Grade/Level: Bachelor's Degree in a related field
Amount of Travel Required: Up to 50% (local travel)
Work Schedule: Typically mornings & Afternoons; some weekend days; schedule will vary.
Positions Supervised: Directly Home Managers and indirectly Assistant Managers and Direct Care Professionals

Position Summary:

The Program Director is responsible for the overall management of 5-6 group homes and the supervision of the on-site home managers and assistant managers. Successful candidates can build and maintain a sense of community - among residents with intellectual and developmental impairments, their families, caregivers, community service professionals and funding sources.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement:

Angels' Place Mission & Philosophy

- Demonstrate judgment and decision-making skills within the home that reflect Christian values and standards of conduct. Act as a Christian role-model.
- Develop, implement, and follow through on all person-centered and home programs within the philosophy and mission of Angels' Place.
- Ensure that all individuals residing within the home have the opportunity to choose and participate in a weekly church service.
- Facilitate daily prayer within the home.
- Responsible for ensuring the individualization and coordination of Christian Growth Activities for the residents.

Person-Centered Affairs

- Provide all individuals residing within the home with a safe and healthy environment which fosters independence and age appropriate functioning both in and out of the home. May need to provide direct care in instances of a staffing shortage.
- Interacts closely with managers and staff to develop and implement



individual program goals and to ensure participation in community activities.

- Ensure that individuals residing in the home have available clean, repaired, appropriate clothing, personal supplies and other possessions which are valuable to them.
- Provide oversight to ensure staff assists individuals residing in the home with planning and preparing nutritious meals and snacks.
- Provide staff oversight and ensure follow through as necessary on individual medical programs including medications and special diets prescribed by medical professionals (i.e., physician, dietitian, nurse, etc.).
- Implement and teach methods of behavior intervention that are aligned with Gentle Teaching principles, are positive and relevant to the needs of the individual.
- Advocate for appropriate, effective and person-centered treatment plans for individuals residing in the home with families, staff, volunteers and community providers.
- Coordinate activities within the home and in the community with the goal of increased socialization, integration, Christian growth as well as individualization.

Managerial

- Overseeing the quality of life in all aspects of care for the individuals who choose Angels' Place services including health, safety, nutrition, spiritual, and relational.
- Assure thorough training for all in-home staff occurs including documentation, and communication expectations, licensing standards, event participation, etc.
- Assure home/program compliance with all state and federal licensing regulations and Angels' Place standards.
- Communication and team building with families.
- Monitor and audit to ensure that adequate and fiscally responsible staffing occurs in the homes.
- Assure the maintenance needs of the homes are met in a timely manner.
- Be available for emergency on-call rotation as scheduled.
- Staff committees as assigned.
- Other position specific duties may be assigned.

Operations

- Assure all environmental safety guidelines are met in the home.
- Ensure the interior AND exterior home environment that is attractive, neat and clean.
- Ensure the homes maintain an adequate supply inventory (i.e.,



- household, office, food, cleaning, etc.).
- Ensure the homes maintain house expenditures within the designated budget.
 - Ensure homes are monitored for outdoor maintenance (i.e., landscaping, snow removal, etc.)
 - Additional position specific duties may be assigned as programmatic needs change.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability for Work Performance** – Ability to accept responsibility for the quality, quantity and/or consistency of work performed.
- **Accuracy of Work Performed** – Ability to complete work in detail, to the highest standard and within the established timelines.
- **Attendance and Punctuality** - Ability to consistently arrive for meetings, shifts, appointments, and events in a timely manner and to follow procedure when reporting a tardiness or absence.
- **Service Oriented** – Ability to understand and lead by demonstrating a work ethic reflecting a shared responsibility in the success of our mission.
- **Integrity** - Ability to consistently act in a fair and just manner free from deception.
- **Initiative:** Ability to consistently finish assigned work well within the established time frame and seeks out additional work.
- **Interpersonal** – Ability to develop and maintain relationships with others.
- **Judgment:** Ability to form sound opinions or make decisions by evaluating available information.
- **Leadership:** Ability to provide guidance to others that reflects our core values and make decisions both in the scope and type required by someone in a leadership role.
- **Organization:** Ability to perform tasks and duties in a methodical, cost efficient manner and understands and applies organizational strategies that maximize the use of available time.
- **Problem-Solving** – Ability to recognize courses of action that can be taken to handle problems, or potential problems, and apply contingency plans to solve those problems.
- **Working Under Pressure:** Ability to maintain composure when exposed to stress.
- **Oral Communication** – Ability to relay a message, instruction or other information in the spoken word in an easily understood manner.
- **Written Communication** – Ability to write in a legible manner using correct spelling and grammar in a way that is easily understood.



SKILLS:

Education: A Bachelor’s Degree in a related field. Technical skill/training related to position qualifications and essential functions is preferred.

Experience: At least two years successful supervisory experience including building, training, managing and evaluating a team – demonstrable knowledge is required. Experience with the developmentally disabled population is strongly preferred. Experience in person-centered planning, quality of life issues and an ability to think in “big picture” terms.

Computer Skills:

A strong working knowledge and understanding of computer use, including Google email, calendars and drive applications is required.

Other Requirements

- Must read, speak, write and understand American English.
- Must pass physical, drug screen (initial upon hire and random thereafter)
- Must pass Michigan State Police and FBI fingerprint criminal history background check.
- Must receive clearance from The Department of Homeland Security.
- Must possess a valid Michigan driver’s license
- Must have and maintain a responsible driving record
- Must agree to comply with all Angels’ Place policies and procedures located in the Employee Handbook, Operations Manual and those required by state licensing agencies, County Community Mental Health agencies, Offices of Recipient Rights and other applicable regulatory agencies.
- Come with a heart to serve.

PHYSICAL DEMANDS

Physical Demands Lift/Carry:

Stand - F	Squat or Kneel - O
Walk -F	Bend - O
Sit - F	10 lbs or less - O
Handling / Fingering - O	11-20 lbs -F
Reach Outward - O	21-50 lbs - O
Reach Above Shoulder - O	51-100 lbs - N
Climb - O	Over 100 lbs - N
Crawl - N	



N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (Must be able to hear within normal range with amplification.)
- Sense of Smell
- Sense of Taste
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE), (goggles, gloves to perform personal care)

WORK ENVIRONMENT

May work in a home, office or community setting; may work outdoors in all types of weather.

My signature below verifies that I have read, or have had read to me this job description and that I fully understand and agree to abide by the expectations and standards contained within.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.