



Job Description Program Manager

Northern California Center for Developmental Disabilities, Inc.
PO Box 146 Ukiah CA 95482 Phone: (707) 467-9131 Fax: (480) 287-8265

Position:	Program Manager
Reports To:	Clinical Director or Executive Director
Supervises:	Direct Support Staff including: Lead Community Support Facilitators Community Support Facilitators Other Staff as Assigned
Classification:	Full-Time, Exempt
Salary Range:	DOE
General Description:	Under the supervision of the Clinical Director or Executive Director, the Program Manager supervises and manages staff, ensures program compliance, interfaces with professionals and organizations, assures that services are consistent with supported living philosophy, and is an active participant in agency-wide leadership.

Duties:

- Ensure that services are consistent with supported living philosophy and tailored to meet the individual needs of service recipients;
- Recruit, interview, hire, supervise, and evaluate direct service staff.
- Facilitate development of and changes to Individual Service Plans (ISP's) and ensure their timely review and completion.
- Oversee and ensure that the service recipients' medical, dental, and mental health appointments are completed in a timely manner.
- Oversee complete and accurate documentation of direct support staff.
- Provide oversight and direct assistance with service recipients' budget management, as needed; coordinate and supervise budgetary needs of service recipients; strictly adhere to and enforce Policy Number 302, Management of Service Recipients' Finances.
- Identify and address service issues and challenges.



- Maintain on-going positive communication Circle of Support members, Regional Center personnel, day program personnel, and community organizations, etc.
- Facilitate (at least) monthly staff meetings.
- Participate in Interdisciplinary Team Meetings, ISP meetings, and Case Conferences, etc.
- Review and confirm all employee time sheets and mileage and submit in a timely manner.
- Communicate promptly with Clinical Director or Executive Director when important issues, such as safety concerns, arise.
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- Other duties as assigned.

Ancillary Functions:

- Represent NCD in a professional manner at all times.
- Work independently and as a team.
- Follow written and verbal instructions.
- Remain calm in situations of high stress.
- Promote and maintain a congenial supportive environment for service recipients.



Qualifications:

- The Program Manager must have the ability, as a result of any combination of relevant training and experience, to competently and consistently organize and supervise the direct provision of services to consumers in accordance with NCD’s policies, and under the general supervision of the Clinical Director. (Title 17, Section 58642)
- Must be at least 21 years of age.
- Pass TB test.
- Pass drug test.
- Valid CA driver’s license and “clean” DMV.
- Reliable transportation and auto insurance.
- Fingerprint clearance.
- Pass First Aid/CPR training and maintain
- BA in related field required
- Minimum of one year experience working with individuals with developmental disabilities and/or mental health challenges required.
- Experience working with individuals with severe behavior challenges preferred

NCD Is An Equal Opportunity Employer

To be considered for employment at NCD please fill in this form completely. If you cannot respond to an item, please explain your reason for not responding. An incomplete application is not considered an application for employment with us. Please print clearly. Qualified persons are considered for employment without regard to race, color, religion, creed, gender national origin, age, marital or veteran status, sexual orientation, gender identity, or the presence of handicaps or disabilities.

Acceptance

I have read this job description and understand that it describes my role with program participants, as well as NCD. I understand that duties and responsibilities are subject to change at the discretion of NCD and as warranted by business needs.

Employee Signature

Date

Supervisor Signature

Date