

Residential Program Director

Home Life is a non-profit organization in Corvallis that supports individuals with intellectual and developmental disabilities to enjoy active, productive, and empowered lives.

We are looking for a Full Time Residential Program Director (PD) to provide oversight to our 8 residential group homes. This position is part of Home Life's administration team. The PD is supervised by the Executive Director and is salaried and exempt from overtime.

Qualifications and Competencies

- Bachelor's degree that is related to the field of serving individuals with developmental disabilities or at least 4 years' experience relative to serving people with intellectual and developmental disabilities.
- At least two years of related increasingly responsible management experience.
- An approved criminal history clearance from the State of Oregon.
- Thorough knowledge of residential services and employment supports related to Oregon Administrative Rules.
- Demonstrated effectiveness in staff training, staff team building, and conflict resolution/mediation.
- Strong leadership, interpersonal and communication skills.
- Organizational skills that include managing time efficiently and workload effectively.
- Ability to write clear, concise reports and to speak effectively.
- Valid Oregon driver's license and driving record that meets the standards set by our insurance carrier.
- Demonstrate an ability to establish good working relationships with administrators of partner agencies.
- Demonstrate an ability to prioritize and meet tight deadlines.
Demonstrates the ability to work independently.
- Computer experience with Microsoft Office Products. Knowledge of Therap and Google Apps is a plus.

- Applicant meets eligibility of I-9 form as required by the federal government.
- Current CPR/First Aid Certificate or written verification of CPR/First Aid before working unassisted.
- Ability to cope under stressful and crisis situations.
- Desire to develop a strong network with the community

Essential Duties and Responsibilities

Supervision

- Hire, train and supervise Program Managers for assigned Residential Programs. Provide adequate job descriptions, training, evaluation, feedbacks and support necessary for them to be successful in their duties.
- Hire contract Nurses.
- Follow Home Life policies and procedures as written. Provide draft updates as needed or requested by the Executive Director.
- Utilize the EAP supervision consultation as necessary to handle complex employee relations.
- Regularly visit programs both announced and unannounced, and attend staff meetings as needed.

Licensing/Quality Assurance

- Ensure adequate preparation for all on site licensing visits for all residential programs. Be present at all on site visits.
- Complete and return all licensing renewal applications in a timely manner.
- Responsible to make sure that county QA visits and peer reviews are happening with appropriate follow up.

Communication and Reporting

- Assure that the Executive Director is apprised as soon as possible all critical issues relative to clients and Home Life property.

- Read all GER's and T-Logs in Therap. Provide approval and comments as necessary to assure good follow up.
- Attend all emergency ISP team meetings.
- Provide a monthly written report to the Executive Director to be included in the Board of Directors board packet.
- Attend monthly Home Life Board of Directors meetings and other committee meetings as requested.
- Help lead and facilitate weekly manager meeting to discuss current issues.
- Ensure that all abuse allegations are directed to the County within the guidelines established by the Oregon Administrative Rules and notify the Executive Director immediately.
- Assist in planning and presenting at bi annual all staff meetings.

Emergency response and availability

- Be available as a back up to emergency calls for assigned programs. Attend to situations as necessary to support the client and staff on duty. Carry a cell phone at all times, except when on vacation.
- Visit Home Life clients who are hospitalized to make sure they are receiving the best care possible.
- Make sure the Home Life Emergency Plan is updated at least annually and that provisions are available as designated in the plan. Follow the Oregon Administrative Rules regarding emergency preparedness.
- Assume responsibilities of the Executive Director in his/her absence as requested.

Budgetary responsibilities

- Provide budgetary information to Executive Director or Financial Director as requested.
- Provide Financial Director with original, itemized receipts for all purchases made on behalf of Home Life.
- Responsible with assisting to keep payroll costs within budgeted amounts.
- Be an administrator for the Therap program.

Home Maintenance

- Ensure that programs are maintaining their properties so they are safe for clients and staff.

Development

- Review all new referrals for service. Attend entry meetings for all new clients.
- Participate in new planning and development as requested by the Executive Director.

Training/Education

- Attend at least 12 hours of in service training per year.
- Stay current with CPR/First Aid, MART and BBP training.
- Complete Core Competency trainings for residential staff.
- Attend CPAO meetings and join committees as requested by the Executive Director.
- Other Duties as Assigned