

## **COMMUNITY OPTIONS INC. JOB DESCRIPTION DAY SERVICES SENIOR MANAGER**

**PURPOSE OF THE JOB:** Overall management of a day program serving adults with intellectual/developmental disabilities that, through the provision of training, education and support, assists participants to realize their individual potentials through a variety of activities that include social skills acquisition, community connections, engagement in meaningful activities, and vocational training and employment. This position provides programmatic and supervisory responsibilities for day program, supported employment, Supported Living Services (SLS) and Children's Extensive Services (CES).

### **QUALIFICATIONS:**

- Bachelor's degree in Human Services or related field strongly preferred. Six years of human service experience may be substituted for degree.
- Three years of management experience required.
- Excellent written and verbal communication.
- Excellent organizational skills and computer skills (Microsoft Office: Word, Excel, Outlook, Access).
- Valid Colorado driver's license and acceptable driving record and criminal background check.
- Experience in writing and implementing skills programs and behavioral programs for persons with intellectual/developmental disabilities preferred.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Supervisory Duties:**

- Manage all facility staff for Day Program, Supported Employment, Supported Living Services (SLS) and Children's Extensive Services (CES) Programs.
- Supervision of staff includes interviewing and hiring of staff, overseeing day to day execution of staff duties, assignment of staff to particular duties, evaluation of staff and executing various personnel actions e.g. warnings, suspensions, separations.
- Evaluates performance of direct reports through ongoing supervision and regular performance evaluations.
- Schedule and monitor staff training and ensure training is completed within required timelines.
- Assures training of direct care staff to carry out each Service Plan (SP).
- Review and process all leave requests of staff.
- Initiates and participates in staff terminations.
- Inspires, organizes, controls and guides the work of others. Motivate staff to perform well, recognize good performance.
- Monitor productivity and prioritizes work activities of direct reports to make sure they are balanced and individual requirements are met; provides technical assistance to staff as needed.
- Maintains and models appropriate boundaries and effective interpersonal relationships with all direct reports.
- Encourages employee commitment to accomplish the work, mission and vision of the organization.
- Maintain and review staff and client timesheets and submit payroll in timely fashion.
- Gathers, synthesizes, and relays questions and suggestions through regular meetings with staff and with the Director.

#### **Programmatic Duties:**

- Coordinate needs of persons served with the Case Manager, residential care providers, and guardians/parents.
- Maintain files on all persons served at Day Program, Supported Employment, SLS and CES Programs.
- Attend staffings and other meetings as necessary or requested.
- Review assessments, and programs on a regular basis to determine if needs of persons served are being met.
- Insure that programs, Service Plan input, and all other relevant records are current.
- Review and approve all Service Plans. Provides oversight and monitoring of such.
- Review all Incident Reports and route accordingly.
- Recognize when assistance is needed by staff or clients and provide support when needed.

#### **Administrative Duties:**

- Maintain Program Approval standards in accordance with Health Care Policy and Finance (HCPF) requirements.
- Establish production schedules and perform time studies for people receiving services as needed.
- Maintain safe environment for all staff and clients.
- Track individual units and bill according to each Service Plan (SP).
- Prepare program budget proposal and run program in a fiscally responsible manner.

- Prepare bids for jobs and make accommodations for clients as necessary.
- Approve purchases within limits.
- Assure vehicle logs are maintained accurately by staff.
- Periodically evaluate program effectiveness and report status to Director.

**Other Relevant Duties:**

- Perform duties and conduct interactions with supervisor, agency staff, persons served, employers and the public in a manner consistent with COI Value Statements.
- Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations. Deal with others in a positive manner.
- Effectively communicate with all program areas.
- Deal with stressful situations in an effective, productive manner.
- Work with minimal supervision and recognize situations where assistance is needed
- Responsible for on-call duties in rotation with other managers and involved staff.
- Perform other duties as assigned.

**PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:** *Work as an Adult Day Services Manager can be physically demanding.* Managers may spend numerous hours standing and walking and may perform tasks that may be unpleasant (assisting with toileting, changing soiled linens, etc.). In addition, clients may be confused, irrational, agitated, or uncooperative. The physical demands described here are representative of those that must be met by a Manager to successfully perform the essential functions of this job and will vary depending on the facility in which you work.

1. Managers are required to complete paperwork in a timely manner which means much time could be spent sitting in front of a computer. Managers need to be mindful of correct ergonomics in order to avoid repetitive motion injuries.
2. Managers must guard against back injury because they may have to move clients in/out of beds, wheelchairs, vehicles, and commodes. Managers are trained on and required to follow proper body mechanics and procedures for lifting/moving clients.
3. May periodically lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
4. May exert 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently.
5. The manager may be frequently required to walk, stand and sit. He/she must be able to reach forward, backward and upward with hands and arms as well as use fingers for, picking up objects, determining texture and temperature. Use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.
6. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
7. Specific talking abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
8. Specific hearing abilities required by this job include perceiving sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
9. Managers may face hazards from exposure to chemicals and infectious diseases. Managers are trained on and required to follow Universal Precautions.

**SUPERVISION:**

The Day Services Senior Manager is supervised by the Director. The Day Services Senior Manager supervises all DSP staff of the Day Program, Supported Employment, SLS and CES Programs including any Managers assigned to specific program areas.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

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Printed Name

Signature

Date