http://happyhomecare.org/job/assistant-director-of-programs/

Assistant Director of Programs

Hiring organization
Happy Home Care

Employment Type
Full-time, Part-time

Date posted
October 18, 2023

Description

The Assistant Director of Programs (ADP) is responsible for performing work of an administrative, managerial, and professional nature under general supervision from a Director of Programs. t is on the second tier of management alongside the Director of Finance and the Director of Transportation., It is not an individual contributor position. The goals and objectives of this position will be to assist the Director of Programs. The Assistant Program Director, in conjunction with the other second tier Directors and the Director of Programs, manages staff, resources and administrative processes to ensure that the goals and objectives of the program are accomplished. This position requires skill in planning, communication, and organization; along with specific expertise and understanding of DDD processes. An Assistant Program Director must be able to apply a high level of written and oral communication skill for important interactions with community agencies, sources of funding, internal contacts, compliance organizations, etc.

Responsibilities

The following list provides examples of the most typical duties for positions in this job class. This list is not comprehensive and is subject to change, at any time, by the Director of Programs. Furthermore, all individuals in management positions are expected to work with/assist others in management to ensure the successful implementation of the Programs goals.

CLERICAL RESPONSIBILITIES:

- Answer incoming phone calls
- Check voicemail daily- distribute messages as is appropriate
- Correspond with Support Coordinators regarding
    - Member ISP meetings
    - Member authorizations
- Maintain master office calendar
- Schedule employee interviews
- Create and send home important notices to parents and guardians

ADMINISTRATIVE RESPONSIBILITIES

- Process, organize and maintain employee files
    - E-verify
    - Background check
    - Vital DDD statistics (fingerprint card, acceptable I.D., etc.)
- Create and routinely update employee training matrix
    - Stay up to date on employee certifications
    - Schedule classes when necessary

- Assure that all staff are trained on Medication Administration and have tested out before administering any medication,
- Supervise DTA staffing
- Schedule and coordinate routine staff meetings, assuring that all follow-up issues generated at the meeting are completed.

- Type meeting minutes, placing a copy in the Staff Training Documentation book and providing a copy to the Director of Programs
- Create and maintain member contact matrix
- Act as a main point of contact between parents, guardians, group homes, and DDD.
- Conduct employee interviews
- Conduct new employee orientation
- Timely respond to Service Inquiries for all services
- Oversee HCBS Program
    - Service inquiries
    - Schedule interviews between providers and families for services

- Attend interviews with providers for these services
- Manage HCBS providers, and coordinate resolution of all issues
- Write Habilitation goals and submit them quarterly
- Oversee and manage GSE Program
    - Supervise completion of all necessary paperwork daily
    - Submit all required paperwork to DDD quarterly
    - Organize and maintain GSE files and paperwork

- Maintain a good working knowledge of all rules and regulations the program is governed by.
- Cross-trains designated back-up to administer all duties in the case of absence or vacation.

MANAGERIAL RESPONSIBILITIES:

- Assist in assuring DTA programs are completed
- Assist in the resolution of DTA conflicts between Members and Staff
- Participate in management meetings scheduled by the Program Director
- Under direction of DP, assure that all staff supervised are informed when policies are revised/added/deleted, and that all program policies and procedures are enforced
- Be on-call 24 hours for phone consultation, for shift coverage as needed, emergency on-site intervention, and other problems as they arise
- Perform any other duties assigned by the Program Director, as requested.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

EDUCATION AND/OR TRAINING AND EXPERIENCE:

- High school diploma or general education degree (GED)
- At least twenty-one (21) years of age
- Must be proficient in English language; Bi-lingual (Spanish-speaking) preferred
- Familiarity with Microsoft Office
- Effective verbal and communication skills
- At least three (3) years of experience

LICENSES, BACKGROUND CHECK, REGISTRATIONS and CERTIFICATIONS:

- Current driver's license in good standing, and eligibility to meet driving insurability standards

- Acceptable background check with no violations involving abuse, neglect, assault, theft or other potential client's right issues.
    - No felonies
- Current and Valid Fingerprint Clearance Card
- Current First Aid/ CPR certification, OR ability to obtain and maintain First Aid/ CPR certification
- Current Article 9 certification, OR ability to obtain and maintain Article 9 certification
- Current Prevention and Support certification, OR ability to obtain and maintain Prevention and Support Certification.
- May require a drug screen

Contacts

Info@Happyhomecare.Org | +1 602-995-2643