



*Ardmore ... Empowering people with intellectual and developmental disabilities
since 1963 because every person has value and the right to choose the direction of their life!*

Do you have a passion to empower others and change lives? Do you enjoy building meaningful relationships? Do you desire to build a team that is person-centered and strives to help others reach for the stars! Ardmore Enterprises supports people with intellectual and development disabilities in all aspects of their life—to do and be exactly who they want to be! We are ready for the creative professional with the expertise and passion to strengthen our presence across communities, grow our financial base and make a lasting difference in the lives of people with disabilities and their families.

Director of Community Living

FUNCTION

The Director of Community Living is responsible for the oversight of all aspects of Community Living services, including group homes, supported living services, personal supports, and respite for people with Intellectual and Developmental Disabilities (IDD). This position requires strong leadership, oversight of Community Living service delivery, and promotes the strategic direction of the department and Ardmore. Leadership includes building a successful department team that helps staff learn and grow in their competencies to ensure that the people supported in the program are receiving quality supports and services that promote independence and dignity in their lives and community. The Director will supervise a team of managers and other professionals, ensuring the smooth implementation of all management functions, including risk assessment, fiscal management, regulatory compliance, and facility management of all Intellectual and Developmental Disabilities' (IDD) services. Additionally, this position reports to the Chief Executive Officer and serves as a member of the Sr. Leadership Team.

JOB RESPONSIBILITIES

Leadership:

- Build staff competencies that strengthen Ardmore's commitment to deliver quality and most promising person-centered services to people with IDD.
- Facilitate and lead the department toward a culture of community-based, person-centered supports in all services that identifies the person receiving supports as the center of control and decision making about the lives they want to live.
- Directly supervise Program Managers and ensure management covers staffing, provides opportunities for ongoing knowledge and skill development that promotes staff's increased competencies and abilities to provide excellent services in person-centered service delivery.
- Recruit, hire, and retain staff that creates a department of high staff morale, guarantees Ardmore's compliance in delivering Community Living supports, promotes person-centered services of quality, and supports Ardmore's strategic direction.

- Assure all services support the best health and safety for people supported.
- Oversee day-to-day management of all department services.

Management:

- Manage and monitor all aspects of Ardmore’s Community Living services and business operations in the Prince George’s and Montgomery County area.
- Effectively and appropriately communicate with the Chief Executive Officer (CEO) on all organization and operational related issues Support the development and implementation of innovative programs and services.
- Assure compliance with all organization, local, state, and /or federal requirements and regulations.
- Assist in the development and monitoring of operating budgets and financial operations such as Representative Payee accounts
- Respond to serious incident reporting and review risk management functions with the Director of Quality and Enhancement, including threshold monitoring and corrective action plans
- Ensures documentation meets requirements and billing is completed timely and accurately

Communication and Partnership Building

- Serve as liaison between Ardmore Enterprises contractual and funding agencies, stakeholders in the community, government, families, day programs, guardians, and people receiving Community Living services.
- Foster relationships and partner with external agencies to provide programs and services that are best practice and focus on growth, development, retention, engagement and building capacities
- Conduct staff meetings and ensure effective communication amongst the managers
- Support Ardmore Senior Management and other program activities as assigned
- Maintains and improves positive public image for the program in the community and works with advisory groups, members of coalitions, sits on committees as needed

REQUIREMENTS

- Bachelor’s degree in Human Services, Psychology, Social Work, with a minimum of five (5) years of experience working with adults with intellectual or developmental disabilities, and four (4) years of supervisory experience.
- Demonstrated ability to lead quality services while building new service opportunities and staff competencies for the future.
- Proficiency in Microsoft Office and other service software systems.

COMPETENCIES: Must show the ability to

- Help staff learn about people receiving services and assist each person to make informed choices about the lives they wish to live.

- Communicate in multiple ways to connect with staff, build effective teams, network with, resolve conflict and build relationships and partnerships with all stakeholders.
- Assess strength and needs of staff, people supported, department and Ardmore.
- Facilitate changing, quality and creative services.
- Ensure positive, effective community relations.
- Assure the balance between risks and health and safety.

REQUIRED CONDITIONS OF EMPLOYMENT

- Must be able to lift and/or move up to 50 pounds.
- Must be able to bend, crouch, stoop and/or kneel.
- Must meet eligibility for employment in the United States. (Provide appropriate I-9 documentation on first day of employment).
- Must have a clean criminal history.
- Must be able to pass a drug screening.
- **COVID-19 Considerations:** Ardmore Enterprises currently has implemented a mandatory COVID-19 vaccination policy. All employees are required to have started the vaccination process prior to hiring. Unless a religious/medical exemption is requested.

SALARY RANGE - \$80K-\$85K

To apply please to go to Ardmore Enterprises website at www.ardmoreenterprises.org