



Lifting the Limits Since 1948



CHI
Director of Employment and Meaningful Day Supports
Silver Spring, Maryland

CHI seeks a professional, experienced administrator to lead and inspire managers, coordinators, and direct support professionals in the daily operations of a community based Meaningful Day and Employment program.

CHI, Inc. is a not-for-profit service provider, founded in 1948, that supports individuals with intellectual and other developmental disabilities. CHI offers a variety of supports and services such as Competitive Employment, Community Residential, Day Supports, Personal Supports and Employment Supports that support individuals with different disabilities to live, work and engage with the community around them. CHI operates a fully community-based meaningful day program.

Our mission is breaking through barriers for people to contribute, connect and lead lives they choose. CHI is about creating opportunities for the people we support with their involvement and considering their interests for working, volunteering and how they spend leisure time or their retirement years. We turn exclusion from opportunities into inclusion by finding ways for people to be accepted and accommodated. If someone isn't sure about what interests them, we introduce them to new possibilities and help them have new experiences that develop their interests.

Our distinct core beliefs advance our mission every day. We believe:

- **Everybody Matters:** We recognize and value the unique gifts of each person.
- **Unlimited Options:** We create and encourage opportunity through imagination and by taking risks.
- **Empowering Engagement:** We appreciate, and welcome relationships built on open and honest communication, and we nurture them to give people control over their lives.
- **Better Together:** We develop and cultivate a shared vision with a common purpose, and we realize each person's role is essential in making our vision a reality.
- **Shared Leadership:** We motivate and inspire each other to see a problem, be the solution and do the next right thing.

For more information about CHI, see <https://chiservices.org/>.

The Position

The Director of Employment and Meaningful Day Supports will engage managers and staff to support individuals with intellectual and other developmental disabilities to achieve a high quality of life in the community. The ideal candidate has a passion for helping others achieve their goals and dreams; and is a proven self-starter and problem-solver with excellent organizational and communication skills.

The Director of Employment and Meaningful Day Supports reports directly to the Chief Executive Officer (CEO). The position develops, implements, and manages a comprehensive set of support services for 400 adults with intellectual and developmental disabilities.

Key Responsibilities

The Director of Employment and Meaningful Day Supports will be responsible for developing and administering programs, supervising staff and being an ambassador for CHI Centers. The position supervises a staff of approximately 100 and a budget of \$7.5M which supports over 400 people with

intellectual and developmental disabilities. The Director is responsible for creating an atmosphere that provides quality services and clear direction and expectations for all employees related to the CHI' mission. The Director implements the philosophy, policy, procedures, systems, and strategic goals the senior management team set forth while maximizing the highest level of customer service to the community, client families, clients, and outside agencies.

The Director will be responsible for **planning**, including strategic planning and budgeting; **organizational design and development**, including creating goals and metrics, grant opportunities and reporting; **management**, including recreational and employment programs, service delivery, and fostering engagement; and **representation** by being the face of CHI to other agencies, providers, business, customers, parents and advocates. The director will be a relentless advocate and ambassador for CHI and our strategic objectives. The Director must share in the belief that everyone, regardless of disability, can contribute to the community in a positive way, either through paid work or meaningful participation through volunteerism or other activities that are meaningful and beneficial to both the individual and his or her community.

Experience and Attributes

The Director will be a person of high integrity who is discreet and able to work professionally with confidential information. Attention to detail and the ability to learn systems and technology quickly is beneficial. The following are the expected qualifications for the Director of Employment and Meaningful Day Supports:

- 8+ years of progressively responsible senior leadership experience
- 5 years of supervisory experience
- Leadership development and team member engagement experience is a strong plus
- Able to cultivate a climate that attracts, nurtures and motivates a diverse staff of top quality people
- Have a solid working knowledge of the fundamentals of Discovery and Customized Employment
- Have a working knowledge required of the Maryland Developmental Disabilities Administration (DDA) service authorization system, Long Term Services Support (LTSS) and legacy Provider Consumer Information System (PCIS2)
- Have a working knowledge of the quality assurance role for DDA service providers
- Master's degree strongly preferred; bachelor's degree required

Additional requirements include providing proof of US citizenship or legal immigration status, a negative TB test, an acceptable criminal background and reference check, and being fully vaccinated for COVID. The base salary for this position is \$95K.

Application Process

Send a cover letter that details your fit with the position's requirements along with a chronological resume to CHI@dragonflycentral.org. CHI is partnering with Dragonfly Central, Inc. to find the Director of Employment and Meaningful Day Supports. For other inquiries, contact Ginna Goodenow at Ginna@dragonflycentral.org

CHI is an Equal Opportunity Employer, committed to diversity in the workplace. We recruit, hire, train and promote persons in all job classifications and ensure that all other personnel actions are administered without regard to race, color, religion, creed, national origin or ancestry, citizenship, gender, gender identity, gender expression, disability, pregnancy, sexual orientation, genetic information, veteran or military status, or any other characteristic protected by law.