

Job Title: Director of Program Supports

FLSA Status: Exempt

JOB SUMMARY: Serving as a member of the Senior Management Team, the Director of Program Supports is responsible for providing oversight of the LTSS system, Therap and quality assurance documentation for adult services to include Shared Living Providers.

ROLES/RESPONSIBILITIES:

The Director of Program Supports is a leadership role supporting quality initiatives and overall support of adult services (residential, day options and sharing living). Below outlines key aspects of the roles and responsibilities this position will hold:

- Communicate effectively with all internal and external parties, including Aspire employees, contracted providers, and local and state governmental oversight agencies.
- Maintain all required documents, records and database for LTSS and Therap.
- Management of fleet services

Program Support

- Oversees the licensing of new sites and renewal licensure to include application, site visits and all follow up documentation
- Management of the LTSS system to include site licensures, incident reports, PCPs, billing, and demographics.
- Liaison with IT department to include but not limited to: deployment of equipment, inventory, terminations, Meraki devices, printers, telecommunications and the Day Options Tech Center.
- Manages fleet services to include maintaining spreadsheets, decals, transponders, tickets, leases, retro-fitting, service, accidents, inspections and insurance.

Leadership

- Communicate effectively with all internal and external parties, including Aspire employees, contracted providers, and local and state governmental oversight agencies
- Acts as a liaison between Aspire and the Developmental Disabilities Administration and Office of Health Care Quality in all areas related to provider relations.
- Work collaboratively with Senior Team and Area Directors on announced and unannounced visits with DDA/OHCQ.
- Foster a positive work environment while supporting a culture of teamwork, collaboration and communication
- Provide direction and planned teaching of agency standards regarding the effective, timely and consistent implementation of all policies and procedures

REQUIREMENTS:

- Bachelor's Degree or equivalent combination of experience and education
- Minimum of 5 years management experience overseeing group homes, shared living arrangements, and/or day programs in an environment that provides services to people with intellectual and developmental disabilities.
- Prefer 1 year of experience with quality assurance
- Must have a valid driver's license and a satisfactory background check