

# The Arc Baltimore

## Position: Director of Community Living

- Location:
  - 7215 York Road
  - Baltimore, MD, 21212
- Base Pay:  
\$62000.00 / Year
- Employee Type:  
Full Time

### **POSITION SUMMARY:**

Provides leadership in promotion of agency mission and goals. Serves as an advocate for individuals with disabilities within the Community and Family Living division, the agency at large, the community and with other external stakeholders. Is responsible for the oversight of and planned outcome achievement of assigned department. Oversees the department's personnel, programmatic, operational and administrative functions, and agency policy and procedure implementation. Develops and supports the Person Centered Plan process with all stakeholders, internal and external. Provides support, direction, and guidance to department staff. Provides leadership in developing, monitoring and revising department goals, with a focus on outcome measurement. Participates in the development of the division's budget and is fiscally responsible to manage the departments programs, administration and operations within budget guidelines.

### **DUTIES & RESPONSIBILITIES:**

#### **Essential Job Duties:**

#### **Individual Support**

1. Ensure opportunities for community participation of supported individuals, and development of meaningful non-paid relationships.
2. Promotes a person-centered, individual planning process individuals served, support staff and other stakeholders.
3. Collaborates with other areas of the agency to develop procedures/systems to ensure effective Individual Plan process.
4. Participates in advocacy opportunities including collaborating with other organizations, legislature, governmental agencies, advocacy organizations, etc.

### **Teamwork/Leadership**

1. Assists in leading the implementation of change activities including a more holistic support model and the agency's strategic plan.
2. Attends external work groups and brings information back to share as appropriate.
3. Assists with quality checks and balances.
4. Takes lead on projects and committees and coverage for Vice President when assigned.
5. Provide support, training, direction and guidance to mid-level managers in their area of responsibility.
6. Provides emergency back up on-call support 24-hours a day.
7. Oversees monitoring of training for all DSPs in the division and works with other Directors/Coordinators to ensure systems are in place and proactive measures are taken to support DSPs to obtain training when due to avoid suspension.
8. Monitors schedules and overtime reports and works with Coordinators as needed when there are problems.

9. Assists in monitoring of the budgets to include overseeing funding requests and changes.
10. Supports the professional development of departmental staff by mentoring, encouragement, assignments to agency committees and work groups, providing of leadership, managerial and supervision trainings.
11. Builds collaborative and supportive relationships with all internal and external stakeholders.
12. Creates departmental culture of growth, teamwork, inclusion, accountability and empowerment.
13. Consistently models the highest professional and ethical standards in support of the agency's mission

### **Operations/Administration**

1. Implements sound and efficient fiscal procedures and checks and balances. Monitors departmental budget compliance and takes needed action to ensure compliance. Provides key input for budget development.
2. Implements procedures and practices that are both consistent with agency policy and state policies and procedures and which are supportive of the people supported, families, and other internal and external stakeholders.
3. Oversees departmental application of the agency's electronic time-keeping system, ICM, LTSS and all other databases and systems.
4. Represents Division within agency committees and work groups to improve quality assurance and enhancement services and systems.
5. Possesses a thorough knowledge and understanding of all relevant regulations and requirements (i.e., DDA, OHCQ, DHR, and accreditation agency). Ensures that the

department fully meets/exceeds regulations and requirements.

6. Meets all agency training requirements
7. Completes other tasks and duties as assigned by supervisor.

**Non-Essential Job Duties:**

1. Participates in the development of agency policies and procedures.
2. Supports agency fund raising goals.
3. Attends agency-sponsored events

**EDUCATION /SKILLS/ EXPERIENCE:**

- Bachelor's degree preferred.
- Must have at least 5 years of experience in community living services in a supervisory capacity.
- Knowledge of Microsoft Office is required.

**WORKING CONDITIONS:**

- Works under normal working conditions.
- Ability to work a flexible schedule required to include 24/7 availability for on-call issues as needed.
- Satisfactory driving record required.

[Apply Here](#)