



Athelas Institute, Inc.

Job Title: Assistant Director of Day Services

Department: Day Services

Position Overview: Support all day program departments in all facets of Community Inclusion/Integration and programmatic supports and services.

Essential Job Functions:

- Assist Director of Day Services and other Administration in supporting and serving all Athelas Day Program participants.
- Fulfills all assignments by Director of Day Services.
- Acts as Director of Day Services, in the absence of the Director.
- Works in conjunction with Director to develop, sustain and create growth in day programs and service.
- Assists the Director of Day Services in the facilitation of virtual support services.
- Supports and implements philosophy of person-centered community integration.
- Manages administrative functions to ensure smooth and efficient operations of Day Services.
- Participates and supports the agency with day services strategic plans and partnerships.
- Has strategic ability and skill to compose cost details and DSATs.
- Oversees LTSS billing along with Director.
- Attends and facilitates department meetings.
- Provides, creates and develops guidance and trainings.
- Plans the annual calendar for programmatic department meetings and employment service meetings.
- Professionally represents the agency in the community, with stakeholders, DDA, OHCQ, staff and program participants.
- Attends PCP meetings as needed.
- Attends monthly ARD (Admissions, Review and Discharge) meetings.
- Ensures Person Centered Plans are accurate, appropriate and timely.
- Provides support to ensures all individual health and safety needs are met.
- Abides by all regulations by COMAR 10 ~~2227.0240~~. ~~This regulation should be 10.22.02 (current reg noted is a nursing reg)~~
- Immediately Reports all incidents, injuries, etc. to appropriate personnel.
- Responsible for oversight of all-day services, facilities, equipment, safety etc. in conjunction with the Director.
- Has responsibility to participate in committees and trainings as deemed necessary by Director of Day Services.
- Assists stakeholders and families in understanding of changing needs of the individuals and service delivery system, and safeguards individual's rights.
- Acts as an advocate and assists individuals in making informed choices that will lead to an improved quality of life and integration into community life.
- Treats individuals, employees, and families with dignity and respect at all times.

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- Consistently performs professionally as a role model, and team player with all individuals, stakeholders and agency administration.

- Develops plans of correction and ensure proper implementation of corrective action

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- Able to manage multiple tasks simultaneously.
- Attention to detail is expected and necessary.
- Able to consistently make sound judgments and decisions with calmness and confidence, even during stressful and overwhelming situations.
- May be required to assist and support with admissions to Day Services.
- Must possess excellent verbal and written communicative skills.
- Occasional requirement to work outside traditional day services hours.
- May attend job fairs as needed for recruiting.
- Provide guidance and support to day services team to ensure professional development.
- Check and respond to emails daily to maintain proper communication.
- May participate in interviewing, selection and attend job fairs.
- Provides verbal and written disciplinary actions according to agency policies and procedures.
- Complete and maintain required trainings in accordance with DDA/State/Company regulations. This includes, and is not limited to, CPR/First-Aid, the Mandt System, certified medication technician course and regular recertifications.
- Attend and actively participate in all scheduled meetings.
- Staff will be required to utilize agency electronic systems for communication, time and attendance, progress notes, incident report filing, etc.
- Monitors time and attendance on a weekly basis to ensure accuracy
- All other duties that may be requested by Director.

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Education:

Must have Bachelor's Degree in related field required

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Training and Experience:

Minimum of years of direct supervisory experience.

Minimum of 3 years' experience of Program Management in ID/DD or related field.

Minimum of 5 year's experience of supporting individuals with intellectual and developmental disabilities.

Other:

Must have current Driver's License and meet the agency driving requirements.

Physical Requirements:

Applicant must be able to walk, stand, and sit for up to 8 hours. Person must have the ability to lift up to 50 lbs. or more based on assigned supported person (using health and safety lifting / turning techniques or assistive devices).

Applicant must be able to successfully demonstrate all Mandt Systems training physical interventions and techniques, to include assisting supported person to standing, providing assistance with ambulation, physical releases, and physical restraints.

Benefits:

Insurances: Health, Vision, Dental, supplemental coverage through Aflac

Company Paid: Short / Long Term Disability Insurance, Term Life Insurance

PTO: Vacation, Sick, Personal, Bereavement, Jury Duty

Retirement Plan: 403B plan

Employee Credit Union (SECU)

Paid DDA and new hire training's

Paid Red Cross CPR and First Aid Certification

Paid Medication Administration Training

Limited Employee Assistance Program

Tuition Reimbursement Program

*dependent on Full or Part time status

Please Note: This job description is not all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. All working hours and location may be subject to change.