



## Community Program Manager

**FLSA Status: Exempt**  
**Hours: Full-Time**

**Reports to: Director of Day Services**  
**Starting Salary: \$55,167.00**

**Position Summary:** The Program Manager is responsible for the management of Community Development Services (CDS) that are provided within the Day Services Department.

**Reporting to this position:** The Program Manager provides support and oversight to Direct Support Professionals providing CDS services.

### **Primary Job Function(s):**

- Overall management of Richcroft CDS groups.
- Ensure staff providing direct care are following CDS schedules, documenting the supports accurately, and adhere to Richcroft's person centered philosophy through regular supervisions.
- Develop and maintain a positive working relationship with other organizations, families, and government officials.
- Ensure that the health and safety needs of individuals who receive services are met consistent with COMAR, Center for Medicaid Services, Board of Nursing regulations, accreditation standards, and Richcroft's policies and procedures.
- Assist with writing outcomes, goals, and strategies as part of the Individual Planning process, work with the Director of Day Services to ensure that progress is being made towards the achievement of those outcomes, goals, and strategies.
- Ensure that medical services for individuals who receive services are completed as required.
- Assist with monthly staff meetings.
- Assist with taking the dedicated CDS vehicles in for maintenance.
- Use Richcroft's database to ensure accurate and timely input of data and information.
- Ensure that employees are scheduled for shifts, that staff are using Richcroft's time management system, and to avoid excessive use of overtime.

- Conduct quarterly group visits in the community and ensure follow up actions on identified issues are completed.
- 1. Ensure that all staff understand and work toward fulfilling the mission of the agency.
- 2. Attend the individuals supported annual Personal Planning Meetings.
- 3. Participation in the organizations management team meetings.
- 4. Be available to assist with interviewing and provide input to hire new staff.
- 5. Attend DDA sponsored meetings, orientations, and trainings as assigned.
- 6. Monitor CDS group spending accounts.
- 7. Review all incident reports and progress reviews for individuals.
- 8. Support and guide the community support specialists in their efforts to connect the supported individuals to their home communities.
- 9. Assist with payroll authorization and approval.
- 10. Assist with staff scheduling in the event of callouts and vacations.
- 11. Ensure all monthly mileage and receipts are reviewed and submitted in a timely manner.
- 12. May need to fill in for staff who are out.
- 13. Other duties as assigned.

### **Qualifications:**

#### **Education:**

- A Bachelor of Arts degree from an accredited college or university in a human services related area.

#### **Experience:**

- At least three years of experience in the field of developmental disabilities and one year of supervisory experience.
- Must have access to personal use of a vehicle, to conduct agency business, including the transportation of supported individuals.
- Must have a valid driver's license and an acceptable driving record as determined by criteria established by Agency's insurance carrier and Agency policy.

### **Working Conditions:**

- May be working outside in cold or heat at times.
- Some lifting up to 50 lbs.