

Caroline Center Inc

Senior Director of Services (Sr DOS)-East

- **Location**
Ridgely, Maryland
- **Posted On**
July 18, 2023
- **Job Type**
Full-Time
- **Category**
Nonprofit Administration
- **Experience Level**
5-10 Years
- **Education Level**
Bachelor's Degree
- **Salary**
\$75,000-\$100,000

Job Description

The Sr. DOS is a senior-level, managerial position supervised by the Chief Executive Officer (CEO). Sr. DOS is responsible for the oversight and direction of daily operations of all Meaningful Day, Residential and Support Services based in the Eastern Shore Region of DDA, (ESR). The Sr. DPS-East is responsible for the direct supervision of the Director of Supports and Meaningful Day Services (DSMDS), Director of Residential Services-East (DRS-E) and the Health Services Leader (HSL).

Status: Exempt; full-time 40 hours

Requirements: Bachelor's Degree in Social Work, Psychology, or similar Human Services field preferred. A minimum of 5 years of experience in the field of human services, with at least 3 years supervisory experience. Possess a valid driving license in state of residence and a driving record satisfactory to the agency's auto insurance carrier. Eligible to become certified as a Medication Technician through the MBON. The ability to sit and stand for long periods of time, bend, lift up-to 50 lbs. and communicate articulately using both written and verbal skills in the English language.

Proven leadership skills, including the ability to effectively and efficiently communicate with diverse teams of staff, engage others in a commitment to the agency's mission and general

knowledge of budget management practices. Compassion and respect for people with developmental disabilities, and an ability to direct practices that serve to promote their inclusion in their communities of choice.

Salary: Factors include education/experience, specialized training and credentials

General Duties:

Role models and reinforces all agency policies and procedures

Exemplifies the mission of the agency

Promotes positive work ethics and professional accountability

Employs leadership skills while managing operations of assigned services (Some services are provided around the clock)

Promotes positive public relations

Ensures safety and quality of life of all program participants

Ensures compliance with all applicable Federal, State & local Regulations

Communicates with State and Regional Offices of DHMH-DDA

Cooperates with Office on Health Care Quality personnel

Serves as a liaison with MD Law Disabilities Center, Dept. of Human Resources, Dept. of Social Services and Social Security Administration

Works cooperatively with members of the Senior Management Team

Collaborates with the Sr. DPS-West to ensure consistent reinforcement of Policies and Procedures, develop and implement programming designs and systems, and maintain cooperative working relationships amongst assigned employees

Accurately conveys the needs of programs, and proposes solutions to the CEO

Specific Duties Continued:

- ▶ Ensures effective and efficient program operations in the absence of Program Coordinators and/or Director
- ▶ Provides in-house trainings as assigned and on-going professional development supports
- ▶ Participates in the development of procedures to support compliance with governing regulations and promote quality care
- ▶ Completes internal investigations as assigned and completes reportable incidents in accordance with PORII
- ▶ Develops and submits cost effective proposals to serve new and existing Participants
- ▶ Provides direction to Coordinators and Directors to promote professional development and innovative service delivery
- ▶ Monitors programs' expenses against budgetary guidelines and ensures financial efficiency and controls.
- ▶ Monitors staffing patterns for compliance with regulations and promotion of quality services
- ▶ Recommends staffing pattern revisions based on changing needs of participants and departments
- ▶ Participates in the on-call rotation as assigned and provides direct care if unable to establish qualified direct care coverage
- ▶ Other duties as deemed appropriate and assigned
- ▶ Participates in the functions of agency committees and special projects as assigned.