



JOB DESCRIPTION

Job Title	Chief Program Officer
Reports to	Chief Executive Officer
Classification	Exempt
Supervisory Status	Supervisory
Full-Time or Part-Time	Full-Time (40-hours)

Position Summary

The Chief Program Officer (CPO) is responsible for the coordination and oversight of all services offered by Opportunity Builders, Inc. (OBI). The CPO will develop, implement, and market OBI's services, ensuring high quality programs that exceed regulatory and accreditation standards. The CPO will work closely with the CEO to identify areas of unmet need for children and adults with disabilities in our region, and will conduct research, strategic planning, and meticulous implementation to continue to strategically expand our service offerings and diversify our funding to maximize our impact.

Essential Duties and Responsibilities:

- Provide direct supervision and ongoing development opportunities to the management team overseeing the OBI's Developmental Disabilities Administration (DDA) services.
- Oversee the Workforce Development department, and enhance and maintain positive professional working relationships with the Division of Rehabilitation Services (DORS), Anne Arundel Workforce Development Center (AAWDC), Anne Arundel County Public Schools (AACPS), Arundel Economic Development Center (AEDC), Chambers of Commerce, other business groups, etc.
- Oversee and ensure proper management of OBI's behavioral supports, delegated nursing supports, and daily programmatic activities so that all people receiving supports are safe and receiving supports in accordance with their Person-Centered Plan (PCP), Individualized Employment Plan (IPE), or Treatment Plan. and that meet their expressed interests, needs, and ongoing satisfaction.
- Develop, in collaboration with VP of Strategy & Quality Enhancement, OBI's business line(s) as an Employment Works Program (EWP) vendor.
- Oversee the successful implementation and management of EWP businesses, including procurement contract development, employee recruitment, training and retention, quality assurance, vendor relations, and the fulfillment of all contractual obligations.
- Demonstrate OBI's commitment to "Employment First" by encouraging work (competitive, integrated, employment – CIE) as the first option for individuals with disabilities and ensure that we offer pre-employment and career exploration opportunities to introduce participants to the vast variety of jobs available in our community.
- In collaboration with CEO, research, explore, evaluate, and pursue implementation of alternate funding to support services specific to autism and other underserved and/or growing populations.
- Develop and implement new programs and services for youth and adults with disabilities, ensuring compliance with all relevant funding and governing bodies.
- Network, communicate, attend, and actively participate in external meetings to establish/expand a network of peers and other organizations with the goal of cooperative collaboration and mutual idea/resource sharing.

- Attend ongoing trainings and meetings with the DDA, MACS, DORS, MSDE, and other relevant governing bodies and/or training providers.
- Prepare quality trainings for departmental staff, focusing on new hire/onboarding materials as well as ongoing opportunities for professional development, including maximizing the use of OBI's in-service days.
- Ensure that administrative compliance measures are met for assigned departments, paying particular attention to required written policies, trainings, incident reports, etc.
- Remain abreast of, and proactively adapt to changes in DDA service definitions, Center for Medicaid Services (CMS) rulings, OHCQ standards, etc.
- Work collaboratively with the VP of Strategy & Quality Enhancement to ensure that OBI policies are in place and accurately describe how our agency meets the regulations of each governing body.
- Work closely with Chief Financial Officer (CFO) and other relevant staff to ensure timely billing based off accurate attendance records and ensure that all requirements for back-up documentation and overall service provision have been completed and are maintained as required.
- Prepare and monitor/manage relevant departmental budgets, including gaining proper administrative approval for all unbudgeted expenses.
- Work collaboratively with other OBI Leadership Team members and staff to ensure consistency between programs.
- Ensure timely completion of performance evaluations of all department staff.
- Assist in creating a progressive, safe, and inclusive workplace; play an active role in maintaining a positive working environment that values trust and mutual respect.
- Create and maintain positive public relations. Be an active advocate and liaison with community agencies. Market the programs and expand services offered in response to community and individual need.
- Participate as an active member of OBI's Leadership Team, serving as a role model and mentor for others.
- Operationalize the mission of OBI by creating a supportive environment for participants, families, and staff.
- Available via cell phone for on-call/crisis situations

Non-Essential Duties

- Additional responsibilities as assigned.
- Daily adherence to OBI's core values:
 - Communication & Collaboration
 - Integrity
 - Creativity
 - Diversity & Inclusion
 - Compassion & Respect

Qualifications:

- Bachelor's Degree required; Master's Degree in a related field strongly preferred (i.e., Psychology, Counseling, Social Work, Special Education, Human Services, Rehabilitation Counseling, Board Certified Behavior Analyst, Public Health Administration, etc.).
- Minimum of 7 years of progressively responsible experience working with adults or children with developmental disabilities.

- Minimum of 5 years of supervisory experience, at least 2 of which include supervising management level staff.
- Extensive knowledge of Maryland’s Developmental Disabilities Administration (DDA), including the most recent waiver amendments and service definitions.
- Familiarity with Maryland’s Long-Term Services and Supports (LTSS) system.
- An understanding of Maryland’s workforce development systems (i.e., DORS, DOL, etc.)
- Ability to work independently and within a team, as well as strong skills related to teambuilding and working collaboratively across departments.
- Demonstrated strong leadership skills.
- Exceptional written and verbal communication skills.
- Excellent organizational and time management skills
- The ability to report to the office at least 3 out of 5 days/week; while the flexibility to work remotely does exist and is encouraged when feasible, a physical presence among the team will be critical to the CPO’s success.

Opportunity Builders, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

ACKNOWLEDGEMENT OF RECEIPT

I have read and understand the contents of this job description. I understand that I am expected to adhere to all OBI policies and procedures while employed.