

# Senior Director, Meaningful Day, and Employment

## **OVERVIEW OF POSITION:**

The Senior Director of Meaningful Day & Employment (MDE) reports directly to the Chief Executive Officer (CEO) and is responsible for the leadership, management, and oversight of Ardmore's Community Development and Employment Services, currently serving over 130 people with intellectual and developmental disabilities (IDD). Ardmore's MDE services are designed to increase opportunities for community participation, membership, and employment outcomes for people with disabilities.

The Senior Director will facilitate the development and implementation of innovative services and support, designed to meet the goals and choices of persons with disabilities. S/he will work collaboratively with the senior leadership team, committed to the ongoing quality improvement and advancement of services to best meet the changing needs of the community. This will include resuming Transitioning Youth services to meet the increasing demand for services for young adults transitioning from school age services.

The Senior Director is responsible for creating an atmosphere that provides quality services and clear expectations for all employees related to Ardmore's mission. The Senior Director implements the philosophy, policy, procedures, systems, and strategic goals while maximizing the highest level of customer service to the persons receiving services, families, and the broader community.

Ardmore believes that all employees should be committed to supporting the organization's mission of ensuring quality support services are provided and people with intellectual and developmental disabilities are both respected and afforded opportunities to choose and participate in and access community events, activities, and resources.

- **DUTIES AND RESPONSIBILITIES: Oversight of Service Delivery** Promote and ensure adherence to the organization's mission to support and empower people with intellectual and developmental disabilities to lead fulfilling lives determined by the choices they make.
- Facilitate the development of innovative, integrated services that optimizes community partnerships to grow volunteer, recreational and skill acquisition opportunities, including employment exploration and job readiness activities that could lead to employment. Support continued quality improvement and innovation within these service models.
- Lead a team of director, managers, and direct support professionals to provide services that are person-centered, with individualized schedules for each person, that includes opportunities to develop relationships within the community, build and maintain new skills and interests, increase advocacy skills, and strengthen independence.

- Promote the ongoing training and skill development of the Community Development and Employment services teams; strengthening the ability of the team in supporting people with disabilities to reach their personal goals.
- Supervise a team of Person-Centered Specialists to assure people supported participate in person centered planning activities, resulting in the development and implementation of meaningful person-centered plans (PCPs).
- Effectively communicate with people supported, their families, team members and external stakeholders representing the values and mission of Ardmore.
- As department lead liaison, work collaboratively with other departments at Ardmore and other agencies and stakeholders through internal and external committees, workgroups, and meetings.
- Coordinate internal department initiatives and activities. Facilitate team meetings and attend individual planning meetings as needed.
- Assist in monitoring and projecting monthly and annual departmental budgets to ensure financial stability.
- Ensure that the delivery of services exceeds the expectations of the person supported, their family members, the Developmental Disabilities Administration (DDA), the Office of Health Care Quality (OHCQ), Division of Rehabilitation Services (DORS), and other stakeholders.
- Maintain a working knowledge of current local, State, and Federal regulations. Assist in ensuring full program participation in external and internal program evaluations and compliance with regulatory agencies, funding sources, and accreditation standards of excellence.

### **Strategic Partnerships and Organizational Capacity Building**

- Create and maintain a professional network that will enhance community-building for people in services and the organization.
- Create and maintain positive public relations by being an enthusiastic ambassador for Ardmore. Be an active advocate and liaison with community members and organizations. Market the programs and expand services offered in response to community and individual need.
- Partner with community resources. Convey the organization's philosophy, policies, and belief in partnerships to achieve shared expectations.
- Collaborate with potential and existing employers to build resources and opportunities that mutually benefit both parties.
- Conduct outreach to raise awareness and build partnerships in Prince George's and Montgomery County to support the organization's mission of supporting and empowering people with disabilities to live according to their own choices.

### **KNOWLEDGE AND ATTRIBUTES**

- Strategic and critical thinker who will contribute to the development and implementation of operations to achieve the organization's vision.

- Ability to operate in a collaborative manner and is highly organized.
- Expertise in communications both internally and externally
- Strong leadership, problem solving, and collaboration skills
- Attention to detail and the ability to learn systems and technology quickly is beneficial.

## **EDUCATION and EXPERIENCE**

- Bachelor's degree in human services or related field; master's preferred
- Minimum of 5-10 years of progressively responsible senior leadership experience including managing and developing teams.
- Supervisory experience with a working knowledge of Community Development and Employment services
- Knowledge of the DDA service system, including Employment and Meaningful Day service delivery.
- Experience with creating and maintaining partnerships with businesses, partners, and organizations within the community.

## **REQUIRED CONDITIONS OF EMPLOYMENT**

- Must be able to sit, stand, and walk for considerable periods of time.
- Must meet eligibility requirements for employment in the United States. (Provide appropriate I-9 documentation on the first day of employment.
- Must have a clean criminal history.
- Must be able to pass a drug screening.
- Must be able to successfully pass a criminal background check.
- Must have a valid driver's license.
- Must be willing to participate in and complete any related training and/or certification required by the State or Ardmore Enterprises, Inc.
- COVID-19 Considerations: Ardmore Enterprises had a mandatory COVID-19 vaccination policy. All employees are required to be vaccinated, unless a religious/medical exemption is requested.

## **SALARY RANGE - \$110,000 - \$125,000**

To apply please go to Ardmore Enterprises website at [www.ardmoreenterprises.org/careers](http://www.ardmoreenterprises.org/careers)