

# Day Program Manager

## Job Details

---

Job Location

Main Address - Grasonville, MD

Salary Range

\$50000.00 - \$55000.00 Salary/year

## Description

---

**Position Summary:** The Day Services Program Manager works directly with people with Intellectual Disabilities by overseeing the operations of numerous people supported in the Day Services. This position directly supervises the Assistant Day Program Manager. Duties include engaging people in meaningful day activities related to their personal goals, supporting them to connect with people in places of interest in their communities, providing support with assistive technology, communication, skill building, discovery activities, maintaining health and safety, and/or personal care needs. Supervised DSPs assigned to the programs they manage. This position is responsible for ensuring all applicable regulations and Chesterwye policies and procedures are met. In the absence of the Assistant Program Manager, the Day Services Program Manager is responsible for scheduling DSPs, completing all required documentation, and providing oversight. This position has on-call responsibilities, which may require scheduling flexibility.

**Primary Job Function(s):**

- The Program Manager of Day Services leads their team to ensure participants receive meaningful, high-quality services, both in the center and community-based, that focus on individual choice, maximizing community membership, and employment support.
- Promote and ensure adherence to supporting people to lead fulfilling lives with a sense of belonging, purpose and meaningful relationships.
- Provide quality supervision to the Direct Support Professional staff at the center and in the community and give guidance and direction on a consistent basis while promoting Person-Centered Thinking and individual choice for participants.
- Oversee the development and implementation of meaningful day services, individualized schedules, and oversee both in-center and community-based activities related to the PCP Outcomes and goals.
- Act as a liaison between the day services and the community to form and maintain meaningful community connections. Guide and support staff in developing partnerships and utilizing resources in the community that give participants the opportunity to develop and maintain skills related to community memberships, volunteer opportunities, retirement, and employment in integrated settings.
- Attend annual PCP meetings and Team Meetings as necessary.
- Ensure daily attendance and documentation of activities and progress on PCP goals is reflected in iCare Manager.

- Attend meetings and webinars to stay informed of best practices and upcoming changes. Ensure center and programming continues to comply with CMS Final Rule. Prepare, educate, and lead staff towards change to new DDA Meaningful Day Services and fee for service billing in LTSS Maryland.
- Develop and maintain a positive working relationship with other organizations, families, and government officials.
- Ensure compliance with Chesterwye Center, DDA, OHCQ and other local state and federal regulations, policies and procedures.
- Conduct community-based visits to ensure that the people we support, and staff are engaged in meaningful activities and implementing goals. Provide support to staff.
- 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 Chesterwye's policies and procedures.
- Write outcomes, goals, and strategies as part of the Individual Planning process, and work with the Quality Manager to ensure that progress is being made toward the achievement of those outcomes, goals, and strategies.
- Conduct and document one-on-one supervision meetings with the Assistant Program Manager at least once per month.
- Use Chesterwye's database to ensure accurate and timely input of data and information.
- Ensure that employees are scheduled for shifts, that staff are using Chesterwye's time management system, and to avoid excessive use of overtime.
- Ensure that all staff understand and work toward fulfilling the mission of the agency.
- Attend and monitor Chesterwye's participation in annual PCP Meetings.
- Participation in the organization's management team meetings.
- Work closely with HR to schedule, interview, and hire new staff.
- Attend DDA-sponsored meetings, orientations, and training as assigned.
- Review all incident reports and progress reviews for individuals.
- Support and guide direct service staff in their efforts to connect clients to their communities.
- Ensure timesheets are correct and before submitting to payroll.
- Oversee and supervise petty cash.
- Maintain a positive and cooperative working relationship with the agency nurse.
- Ensure all monthly paperwork is reviewed and submitted in a timely manner.
- Certifications required: Mandt, CPR/First Aid, CMT, etc. The certification of these three must be completed within the first 3 months of hire.
- Maintain all trainings.
- Other duties as assigned.

#### Compliance:

- Remain up to date and ensure all team members are trained on the changes to an individual's PCP and individual-specific training.
- Guarantee all individual-specific protocols, nursing plans, behavioral plans, and other individual-specific information pertaining to someone's support needs is accurate, revised annually or when necessary.
- Ensure all other mandatory trainings and certifications are completed in the required timeframe for yourself and all DSPs in your assigned programs.

- Ensure completion of daily service notes, daily attendance, and other required documentation by DSPs. Provide feedback and re-training when necessary.
- Monitor that all team member injuries are immediately documented and reported to the appropriate HR representative.
- Ensure vehicles are well maintained, and request assistance from other support departments if needed.
- Actively participate in all licensing reviews.

#### Financial Oversight:

- Work within the program budget and review weekly work reports and monthly financial statements to ensure adherence to the budget.
- Monitor all financial documents for people supported to ensure accuracy and spending integrity.
- Submit credit card receipts and code appropriately.
- Approve credit card receipts of program purchases submitted by the Supervisor.
- Responsible for financial management requirements of individuals and organizational funds based on each program's policy and expectations.

#### Working Conditions:

- 8 hour shift
- Monday to Friday
- On-call some evenings and weekends is required.
- Some lifting up to 50 lbs.

#### Employee Benefits:

- Health (Vision included)
- Prescription Drug
- Dental
- Short and Long Term Disabilities
- Accidental Death and Dismemberment
- Term Life Insurance
- Group Basic Life and AD&D (100% employer paid)
- Traditional & Roth 401(k) Plans & Employer match
- Vacation
- Sick Leave
- Holidays
- Employee Referral Bonus
- Weekend Differential Pay
- Club One Gym Membership Discount
- Supplemental Insurance Plans (AFLAC)

## Qualifications

---

### REQUIREMENTS:

- High School Diploma required, Associates Degree in relevant field preferred.
- Minimum of 3 years' experience in a supervisory capacity or a minimum of 5 years' experience supporting people with developmental disabilities.
- Knowledge of DDA waiver programs and services and experience in the development of community-based activities and person-centered planning.

- Excellent oral and written communication skills.
- Proficiency in MS Word, Excel, Outlook and other technology tools preferred.
- Valid driver's license.
- Must be available to work a flexible schedule as dictated by the needs Chesterwye Center.
- Must be able to lift up to 50lbs.
- Position requires frequent standing and walking.
- Ability to obtain ACRE certification within 90 days of employment.

**Education:**

· A Bachelor of Arts degree from an accredited college or university in a human services-related area including, but not limited to, Social Work, Psychology, or Education preferred.

**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 Chesterwye's insurance carrier and Chesterwye policy.

**Apply Now**

Legal First Name\*

Legal Last Name\*

Email\*

Confirm Email\*

Phone\*