

The Arc of San Antonio

Assistant Director of Day Services (West Ave. Ctr.)

Job Description

The Arc's Mission: To enrich the lives of individuals with intellectual and developmental disabilities

Job Function: Serves as second in command of the adult day services program with a primary responsibility of ensuring that all adult participants in the day habilitation program are well cared for, safe, and are receiving quality program services. Works collaboratively with the Director of Day Services to foster program development and to maintain compliance with the Arc's curriculum, activity schedules, and policies. Provides direct supervision to adult day habilitation staff to include communications, training, coaching, and disciplinary action, as required. Maintains appropriate communications with parents and providers relative to care of the program participants.

Immediate Supervisor: Program Director, Adult Day Activity Center

Qualifications: Prefer Bachelors degree in education, psychology, sociology, or related field. However substantial experience in a supervisory role in an adult day habilitation program or related program for special needs individuals will be considered in lieu of degree. Good verbal and written communications skills are required along with mature judgment and behavior. Must be competent in basic office computer skills and be willing to flex work hours on occasion.

Salary: \$26,000 - \$30,000

Duties:

Serves as interim Program Director in the absence of the Program Director; works closely and collaboratively with the Program Director as an important part of the adult day habilitation management team

Ensures a safe, clean, comfortable learning and working environment for participants and staff

Ensures compliance with local, state, and federal regulations pertinent to the adult day habilitation program and works with local HCS, ICF and ALA staff and contracted providers to stay in compliance and/or make necessary changes to achieve compliance

Communicates appropriately with the families and providers for Arc participants to ensure their awareness of Arc activities and the development and care of those for whom they have responsibility; calls parents and providers immediately to report any significant incidents in accordance with Arc policies and procedures

Responsible for receiving incident reports, making follow up calls, facilitating resolution with providers/parents as needed, and forwarding reports to appropriate parties

Provides direct supervision to all adult day habilitation staff; observes staff on a regular basis and provides job coaching and staff training as necessary; works with direct care staff to improve effectiveness and productivity; initiates staff disciplinary action as required in consultation with Program Director; assists Program Director in preparation of annual staff performance evaluations

Assists Program Director in the hiring process for direct care staff position in the adult day habilitation program

Provides input to the Program Director regarding program design and implementation and identifies opportunities to improve the program and increase effectiveness in engaging our participants in meaningful activities

Assists the Program Director in taking applications, screening, and touring perspective new participants of the adult day habilitation program

Monitors day habilitation classroom activity on a daily basis

Plans opportunities for field trips and off-site outings for participant groups and coordinates staffing and transportation requirements as necessary

Maintains adult day habilitation applications and records in an orderly fashion

Regularly reviews staff notes and records necessary for billing purposes to ensure completeness, accuracy, and compliance with billing requirements

Assists in the preparation of the annual budget for adult day habilitation services and monitors compliance with budget throughout the year

Identifies equipment and supply needs and works with Program Director and appropriate administrative staff to procure needed items for program activities

Assists in resolving staff conflicts and issues between staff and parents

Assists Program Director in developing and managing staffing schedules to include staffing shortages as a result of unplanned staff absences

Helps day habilitation staff with managing severe behaviors of participants as needed

Assures compliance by day habilitation staff with Arc policies and procedures and holds staff members appropriately accountable

Performs other management and program functions as required by the Program Director

CONTACT: Andrea Fagarason, Program Director of Day Activity Svcs. at (210) 490-4300, ext 119 or email: afagarason@arc-sa.org 13430 West Ave, San Antonio, 78216