

The Arc of San Antonio
Director, Adult Life Enrichment Program
Job Description (Exempt)

The Arc of San Antonio is a private, non-profit agency which has been in existence since 1954. The Arc's mission is to enhance the quality of life for children and adults with intellectual and developmental disabilities and their families.

The Arc operates its Adult Life Enrichment (ALE) program at two locations (13430 West Ave. near Bitters and Highway 281 and 6530 Wurzbach Road just west of the medical center area). Our centers provide a safe, caring environment for over 300 individuals with disabilities such as autism, Down syndrome, cerebral palsy, Fragile X, and others. We serve approximately 200 adults daily with a program including social, recreational, vocational, and educational activities designed to engage participants and strengthen their social, interactive, and learning skills.

Job Function: Serves as Director of the ALE program as defined above. Has ultimate responsibility for ensuring that all participants receive quality program services. Leads program evolution, development, standardization, and continuous improvement; maintains compliance with all internal and external organizational requirements. Provides direct supervision of ALE managers and staff, to include but not limited to communications, career development and training, coaching, and disciplinary action. Designs curriculum, activities, and schedules and maintains appropriate communications with parents and providers. Works collaboratively with all staff and volunteers, our board of directors, and our partners and collaborators in the community and in The Arc network at both the state and national levels.

Immediate Supervisor: President/CEO of The Arc of San Antonio.

Position Supervises: Center directors, curriculum staff, nursing staff, and through these individuals Life Enrichment Instructors (LEI's).

Primary Work Hours: This position is classified EXEMPT; we work a forty-hour week. Standard work days are Monday-Friday, 8:00 a.m. to 4:30 p.m., with periodic flexing of hours between 7:00 a.m. and 5:30 p.m. Work outside these day/hours may be scheduled as demands dictate.

Salary range: \$60,000-\$75,000 annually (depending on experience and credentials) plus benefits. The Arc offers group medical/dental insurance, optional life and long term disability plans, and a vision plan, as well as paid holidays and paid time off (PTO). Employees have access to a 401k plan for retirement savings.

Qualifications:

Must have a bachelor's degree in education, psychology, sociology, or a related field; master's degree preferred.

Must have substantial experience in a supervisory role in an adult day habilitation program or related program for special needs individuals.

Must have excellent verbal and written communication skills, along with mature judgment and behavior expected of an experienced professional.

Must be competent in basic office applications such as Outlook, Word, and Excel.

Must share The Arc's overall mission to serve those with intellectual and/or developmental disabilities and to enrich their lives.

Must pass a drug test and criminal background check.

Duties:

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

Ensures compliance with local, state, and federal regulations pertinent to ALE operations; works with local HCS, ICF, ALA staff, contracted providers, and any other associated organizations or professional bodies to stay in compliance and/or make necessary changes to achieve compliance; assures system-wide consistency in the program's internal policies and procedures.

Communicates appropriately with the families/caregivers/group home providers of participants to ensure their awareness of Arc activities and the development and care of those for whom they have responsibility; assures immediate contact to parents and providers regarding any significant incidents.

Provides direct supervision to all program managers, and through them to 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; conducts annual staff performance evaluations with center directors.

Recruits, interviews, and hires all ALE staff positions with involvement from subordinate supervisors.

Takes responsibility for the development and evolution of program design and curriculum in keeping with current and future best practices.

Maintains maximum enrollment against capacity constraints; works directly with center directors on in-placement of new participants and out-placement of current participants when necessary.

Actively monitors programming at both centers on a consistent basis.

Plans opportunities for field trips and off-site outings for participant groups, and coordinates staffing and transportation requirements as necessary; looks for opportunities to collaborate with other agencies and organizations both on program offerings and volunteer involvement.

Maintains all records and reports in an orderly fashion; ensures all reports to other audiences internally or externally are correct and delivered on time.

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

Assists in the preparation of the annual budget and monitors compliance with budget throughout the year.

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

Assists in resolving staff conflicts and issues between staff members and parents.

Manages staffing schedules, to include staffing shortages as a result of unplanned staff absences.

Assists with managing severe behaviors of participants as needed.

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

Performs other leadership, management, and program functions as requested by the President/CEO.

Contact: Send resume to Michael Bennett, President/CEO, at mbennett@arc-sa.org