

COMMUNITY BASED SERVICES EMPLOYEE JOB DESCRIPTION

Position: Director of Supported Community Living
Department: Community Based Services
FLSA Status: Exempt

Reports to: Board of Supervisors
Date Adopted: 8/06
Revised: 2/11/14, 9/17/14

POSITION SUMMARY:

The Director is responsible for the overall leadership of Community Based Services through his/her employees. Develops programs and policies to effectively and efficiently deliver needed services through Community Based Services. Prepares budgets, approves disbursements and pursues possible sources of funding. The Director provides the Board of Supervisors with ongoing statistical and technical information about the agency. The Director provides leadership and direction for the agency in all facets of its operations. The Director reports to stakeholders of Community Based Services and CBS Service Enriched Housing 1, LLLP program and other tasks as directed by the Board of Supervisors. The Director of SCL serves as the link between members, families, referral sources, collaborative partners, and staff.

ESSENTIAL JOB DUTIES:

1. Responsible for the leadership of the management staff in implementing services that Community Based Services provides to members.
2. Along with the Human Resource Department, will insure staff development and personnel functions including: recruiting, selecting, disciplining, and evaluating management and direct care staff.
3. Carries out public relation programs through public speaking, news releases and brochures to promote the use of community support services.
4. Assumes financial planning responsibilities for Community Based Services, including budgeting, seeking out funding, applying for grants, and approving disbursements.
5. Directs programs to ensure all applicable laws, accreditation standards and Medicaid standards are met through the quality assurance process.
6. Provides statistical and technical information to the Board of Directors to enable them to make informed decisions in regards to services provided by the agency.
7. Assists the Board of Directors in evaluating the overall adequacy, efficiency, effectiveness and satisfaction of department activities.
8. Responsible for the overall direction of CBS programs which provide support in: housing, independent living skills and activities for individuals with intellectual disabilities, brain injuries, and chronic mental illness.
9. Researches and provides leadership in expanding services to ensure growth viability of Community Based Services. Develop policies and procedures to ensure that these services are competently provided and monitored in accordance with member's needs.
10. Assumes responsibility for the upkeep and utilization of the agency - owned properties.
11. Provides leadership in assuring Community Based Services meets or exceeds accreditation standards and state and local requirements.
12. Provides leadership in advocating for persons with disabilities and guidance of the inclusion program.
13. Complete all mandatory documentation, including intake/admission, quarterly/annual reporting, discharge summaries.
14. The Director of SCL works 1:1 with members as needed in the schedules.

ENTRY REQUIREMENTS:

This position requires a Bachelor's Degree in business and 3 years experience working with persons with disabilities or Bachelor's Degree in Social Work with 3 years management experience. Preferred experience in Adult Rehabilitation Option, HCBS/MR Waiver, and Chapter 24 Standards. Must be a proven leader in program development, communications, team development, grant writing and budget development.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Ability to lead managers through team building.
2. Experience in Microsoft Office is required, with word processing/spreadsheets/computing.
3. Ability to read and speak fluent English
4. Ability to assure records, reporting requirements are completed.
5. Ability to communicate with people to convey or exchange information in a courteous, professional manner.
6. Knowledge of or the ability to learn requirements of Mental Health Habilitation, Waiver programs, and chapter 24 waiver standards.

7. Ability to communicate accurately in writing and perform basic math.
8. Ability to drive to various locations assigned utilizing own vehicle or agency vehicle.
9. Ability to lift a minimum of 50 pounds.
10. Ability to organize, prioritize and schedule and to assure completion of projects.
11. Ability to work independently and use initiative to achieve the goals and objectives of Community Based Services and its consumers.
12. Ability to maintain a professional relationship with employees, consumers, other agencies and the public.

PHYSICAL REQUIREMENTS:

1. **Sitting:** Approximately 2 to 3 hours during an 8 hour day.
2. **Standing and Walking:** Approximately 1 to 3 hours/day Depending on needs of the position.
3. **Driving:** Approximately 1 to 3 hours/day. Must be able to get a class D, drivers license.
4. **Lift, carry, Push, Pull, Moderate Deviation of Wrist, Knee, Ankle, Shoulder:** Must be able to lift and carry objects of approximately 30 to 50 lbs.
5. **Climb/balance:** 1 hour/day. The ability to climb stairs is required.
6. **Stoop, Bend, Kneel, Crouch, Crawl:** 1 to 3 hours/day. May be required/as needed to perform this job.
7. **Reach, Handle, Finger, Feel:** 1 to 2 hours/day. Good manual dexterity is required to perform this job. The individual needs to write information on paper and enter information into a computer when needed. The individual needs to be able to sort and handle documents.
8. **Sight:** The ability to see and interpret information is a requirement of their job. Sight is used constantly. The position requires reading and/or recognizing information, discussing this information with others, translating and paraphrasing this information for others, and documenting this information.
9. **Talk, Hear:** The individual is required to communicate effectively with consumers other employees, supervisors, families, and other services professionals.
10. **Potential:** Exposure to blood and bodily fluids

WORK ENVIRONMENT

Works in a variety of environments including, but not limited to, offices, apartments, and recreational facilities. May experience numerous interruptions from telephone calls or people needing information and attention. Works independently to complete tasks.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with Human Resource.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any job-related instructions and to perform any job-related duties requested by the Board of Directors
4. Bremer County reserves the right to change or reassign job duties or combine positions at any time.
5. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

Employee:

I have read the job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will and thereby understand that my employment can be terminated at will by Bremer County without notice or by myself with at least 2 weeks notice.

Date

Employee Signature

Date

Board of Supervisor Chairman