

Director of Adult Programs

(field of developmental disabilities)

Position overview:

Oversee and supervise a wide range of adult programs, which presently include the adult day support program based in Bellevue, Ohio (and expanding to new sites); the recycling center program currently based in Flat Rock, OH; the vocational and employment services program based out of Bellevue, OH (and expanding to new sites); the non medical transportation program based out of Flat Rock, OH (and expanding to new sites); and all other new adult programs. This position will have the key role in the current expansion of the adult day support program and the escalation of the vocational and employment services program and in the development of new adult programs, including current plans to develop a thrift store model and a thrift recycling program to support the ministry and create community-based job opportunities for individuals with disabilities.

Responsibilities:

The Director of Adult Programs will hold the following responsibilities:

- Oversees and supervises a wide range of adult programs, which currently include the adult day support program, recycling center, vocational habilitation and employment services program and non-medical transportation.
- Oversees the supervisory staff involved in each program, providing feedback and resolution to complex problems.
- Ensures that all participants' needs are met with programs and ensures compliance with all Medicaid, state, county and Flat Rock's policies and procedures for each program.
- Discovers ways to enhance efficiency and productivity of procedures and staff.
- Works collaboratively with Administrator of Flat Rock Care Center and Flat Rock Community Services regarding plans and goals for all Flat Rock residents. Ensures all compliance aspects are met.
- Designs, develops, evaluates, improves and implements new and evolving program strategies, steadily building upon prior success in community programming and creating innovative strategies for new programs and/or program enhancements. Keeping in mind the ever-changing demands of the field, create new strategies for innovative community-based programs and services. Devises evaluation strategies to monitor performance of each program and determines the need for improvements.

- Effectively recruits, leads, manages, develops, sets goals, evaluates performance and coaches a team of staff, volunteers (including mission teams) and interns to assist with assigned programs. Forecasts staffing needs, ensures appropriate staffing ratios for all participants and schedules staff. Effectively utilizes volunteers and interns within compliance rules to increase community engagement, improve participants' integration with the local community and effectively accomplish program goals with effective cost management. Works effectively in collaboration with the Director of Human Resources to accomplish this responsibility.
- Maintains and grows revenue and participation, meeting mutually agreed upon growth goals with the addition of new participants. Building upon success, meet and exceed goals in subsequent years. Develop long-term relationships through personal interactions with participants, potential participants, families, guardians, and county board staff and individuals' interests with Flat Rock Homes' ministry as appropriate.
- Effectively administers program budget and seeks to maximize revenue for the programs. Seeks the advice and counsel and works effectively with the Vice President - Finance and Administration to accomplish this responsibility.
- Works collaboratively with the Director of Development and the Marketing Team to coordinate messaging to county boards, potential participants, current participants, families and guardians.
- Keeps Administrators and/or Senior Leadership informed with documented, detailed plans, results and/or reports.
- Works collaboratively with all team members.

Desired Candidate Attributes:

- A passion for serving adults in a way that transforms through the love of Christ and the work of Flat Rock Homes. A fierce desire to be part of an contribute to a Christ-centered, faith-based culture;
- Commitment to serve and interact with Flat Rock Homes' residents, program participants, families, guardians, staff, volunteers, interns and guests with compassion, grace, mercy, dignity and respect;
- Demonstrated track record of achieving best practice standards in adult programs for individuals with intellectual and developmental disabilities, including working with individuals who may have significant behavior disorders;
- Established professional image;
- Working knowledge of methods, practices, state and federal regulations and guidelines and procedures for programs serving individuals with intellectual disabilities, preferably within the state of Ohio;
- Ability to communicate with clarity;
- Excellent organizational and leadership skills;
- High emotional and organizational intelligence evidenced by success over time in multiple settings;
- Known for integrity, honesty, and credibility - willing to "walk the walk";
- Well organized, diligent and reliable in following through on commitments;
- Able to thrive in a fast-paced environment where multitasking is constant;
- Proven ability to be a self-starter;

- Heart to serve and a head for strategy and innovation;
- Must reside within commuting distance of Flat Rock, Ohio and Seneca, Erie, Huron, and Lorain counties or be willing to relocate. Relocation assistance will not be provided for this position. Frequent local travel throughout Seneca, Erie, Huron and Lorain counties will be required. Occasional travel - mainly throughout the state of Ohio - will be required. Use of company vehicle will be both preferred and permitted when a vehicle is available;
- Bachelor's degree is required. Master's degree preferred. Relevant significant work experience will be considered in lieu of a degree;
- Demonstrated experience/track record of success in programs serving individuals with intellectual disabilities (preferably in Ohio) is required. Must have at least three years' relevant work experience with a minimum of two year's supervisory experience. Additional experience in employment programs for individuals with disabilities would be helpful;
- Must have the ability to work a flexible schedule, including occasional nights and weekends (most programs are Monday - Friday, daytime hours; however the occasional special event may require night and weekend work);
- A strong understanding of how to integrate volunteers into programs is highly preferred.

If after reading this opportunity description you sense that your talents/gifts and experiences are a good match for this position, we invite you to begin the inquiry process. Please provide us with the following preferably in one Microsoft Word document or you may print and mail to Flat Rock Homes Human Resources, P.O. Box 1, Flat Rock, OH 44828.

1. A thoughtfully prepared cover letter, including your salary requirements;
2. A professional resume covering your last 10 years of work experience and all educational credentials;
3. Answers to the following questions:
 - a) What is it about this position with Flat Rock Homes that attracts you?
 - b) Flat Rock Homes' mission statement is "to provide outstanding services which transforms the lives of persons with intellectual and developmental disabilities, their families and persons with critical needs through a dedication of caring and excellence that demonstrates Christian values." What is your response to this mission? How would you see yourself and your work fitting into this mission statement?

Submit to: Tami Cummings, Director of Human Resources, TCummings@FlatRockHomes.org