

Residential Program Director

Classification: Salaried, Exempt
Reports to: Chief Executive Officer
Location (Circle One): Milton-Freewater / Pendleton / Hermiston

Job Description

Objective

This position is responsible for the entire Developmentally Disabled (DD) Residential Program and all supporting requirements for success, including compliance with OARs, and the successful licensing of the 24-hour residential homes and supported living programs throughout the organization.

Essential Responsibilities and Duties

- Adheres to organization's philosophy and mission statement.
- Clearly assigns responsibility for tasks and decisions.
- Sets objectives and measures for success and communicates to the management team.
- Monitors programs, processes, progress and results and ensures feedback as an ongoing tool for making improvements.
- Manages Site Managers, Nursing staff and Behavioral Specialists.
- Annual Planning:
 - Meets with CEO to discuss and plan Residential Program's direction.
 - Reviews ongoing results of the Residential Program's objectives with CEO.
 - Works with CEO to develop an annual Residential Program budget
- Financial Responsibility:
 - Works with each Site Manager to ensure their site program complies with the budget.
 - Assures Site Managers follow clients' financial plan and procedures.
 - Signs and approves purchases up to \$1,000.00 per purchase.
- Programs, Policies and Procedures:
 - Ensures community contacts are developed and maintained as a resource for clients' community involvement.
 - Assures that all 24-hour group homes and supported living programs meet licensing requirements per Oregon Administrative Rules.
 - Evaluates Residential Program quality and determines need for improvement or expansion.
 - Reviews Incident Report Summaries for trends or patterns.
- Safety:
 - Maintains cardio-pulmonary resuscitation (CPR) certification.
 - Assures Site Managers' certifications remain current and that they attend all required training.
 - Ensures Site Managers are knowledgeable regarding alarm system functions, evacuation plans and fire drills.
 - Adheres to mandatory reporting guidelines for client abuse, neglect or exploitation.
 - Notifies appropriate persons of hazardous health and safety conditions.
 - Follows transportation safety guidelines when operating a Horizon vehicle.
 - Reports vehicle accidents and citations to appropriate person immediately.
- With Human Resources, makes staffing and continued employment decisions.
- In collaboration with the CEO, determines whether HPI admits new clients.
- Determines response to Protective Service Investigations and ensures follow-up and compliance with directives.
- Determines methods used to meet Residential Program requirements.
- Recommends Residential Program-related policy and procedure modifications.
- Consistently communicates positively, accurately and clearly with all internal and external contacts.
- Adheres to confidentiality standards.

- Fosters strong, positive relationships with the state agency, the community developmental disability representatives, the Eastern Oregon Regional Program representatives and the regional brokerage agency for the benefit of Horizon and its clients.
- When involved in conflict, acts as mediator focused on resolution to the benefit of HPI and its clients.
- Applies core values of service orientation, ethical behavior, effectiveness and efficiency, and results orientation in daily job performance.
- Handles all interactions with dignity and respect and communicates appropriately with all internal and external contacts.
- Encourages and listens to team input and provides appropriate feedback,
- Participates on both the administrative and Residential Program management teams.
- Participates on Behavior Support Plan review team.
- Frequent travel between all three offices (Milton-Freewater, Pendleton and Hermiston), all group homes, all supported living homes, and to various meetings/trainings throughout Umatilla County, will be required.
- Completes other duties as assigned.

Qualifications

Qualified candidates:

- Must have a minimum of ten years managerial experience in the Developmentally Disabled field, two years of which must have included quality assurance and disability-related program development. A formal degree (Associate's, Bachelor's, or Master's) may be substituted, respectively, for up to 6 years of the experience requirement.
- Must have the ability to consistently, clearly, patiently, and respectfully communicate.
- Must remain calm in a chaotic environment.
- Must have the ability to teach others and demonstrate compassion and patience.
- Must have the ability to understand and the employ the concepts of Positive Behavior Supports when faced with challenges.
- Must have the ability to write and document information clearly and concisely.
- Must have the ability to organize staff and client areas, documentation and files, and keep up with ongoing procedural and policy documentation and all updates.

Work Schedule

The normal work schedule may vary due to special assignments; exact schedules are assigned by administration. It is the attendance standard of the employer that all employees be present and on time for each shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Physical Demands

The physical demands of the job may include moving from location to location – such as when you are providing training, monitoring, or providing employment related activities. Must be able to lift (using approved techniques and procedures) up to 50 pounds.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Successful completion of organized in-service training provided by the employer, CPR, First Aid, Bloodborne Pathogens, Oregon Intervention System (OIS), and completion of state training regarding the Individual Support Plan (ISP) system is required.



Acknowledgement

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____