



Available Position

Adult Day Program Director, Full-Time

Competitive Wages & Benefits

- 401(k) matching
 - Medical, Dental & Vision Insurance
 - Health Savings Account
 - Supplemental Insurances Available
 - Paid Holidays
 - Vacation and Sick Leave
 - Monday through Friday (Daytime) Shift
- *Occasional evening and obligations for meetings and events

Company Description

Founded in 1954, Fairfield Center for Independence (FCI) is an established non-profit Agency in Fairfield County dedicated to providing essential support to people with disabilities as they strive for independent, fulfilled lives. FCI operates four main Programs: Medical Appointment Transportation, Ramp and Minor Home Modification Construction, Medical Equipment Lending Library, and an Adult Day Services Program. It is through these Programs that FCI fosters individual growth, empowerment, and well-being, providing the foundation on which a person can build an independent life.

Role Description

This is a full-time on-site role as an Adult Day Services Director at Fairfield Center for Independence located in Lancaster, OH. As the Adult Day Services Director, you will be responsible for managing, planning, delegating, supervising, and coordinating the work of the Direct Support Professionals (DSP's), ADS Co-Coordinator & Volunteers for the ADS program. Effectively communicate and support the organization's mission, vision, and values. As ADS Manager, you are responsible for providing support in a safe environment, helping individuals reach goals, and developing skills to obtain independence.

Qualifications

- High School Graduate and Associate's Degree (minimum) and at least 21 years of age
- Experience working with older adults or individuals with disabilities preferred
- Proven experience effectively managing a team, with at least one (1) year of supervisory duties
- Strong project management skills with expertise in project scheduling, time management, risk management, conflict resolution, and budgeting

- Proficient in Microsoft Office
- CPR and First Aid certified within the past year or actively pursuing certification.
- Must have a passion for and desire to work with people with intellectual, physical, and mental disabilities.
- Exemplary customer service and public communication skills.
- Physically able to regularly assist in moving, lifting, and transferring no less than 50lbs.
- Satisfactory background check
- Must complete within 90- day probation period:
 - Initial – 30-hour class on overview of DD Program
 - Annual – 8-hour DODD my learning training
 - Annual - NADSP training

Responsibilities

- Direct, manage and administer the coordination and service delivery components of programs that service individuals/consumers in a Adult Day Program setting
- Supervise the delivery of service and ensure individuals and consumers are receiving the highest quality care.
- Routinely observe service delivery on-site and monitor for demonstration of knowledge of individual/consumer health needs, behavior management techniques, and emergency procedures
- Serve as a liaison between the community and agencies in the service delivery system, family/guardians and the agency
- Ensure the Adult Day Program is environmentally maintained, in strict compliance with all state/federal guidelines and licensure requirements and company policy at all times
- Coordinate investigations of serious incidents and alleged abuse allegations, including appropriate reports to required agencies
- Ensure billing is completed accurately
- Monitor and assure compliance with monthly, quarterly, and yearly financial goals to ensure services are provided as indicated in each person's Individual Program Plan
- Coordinate Incident/Accident Review process, monitor for patterns, and provide feedback for action necessary to prevent incidents in future
- Serve as member of agency management team
- Hire, train, evaluate, and monitor any other assigned personnel complete timely Performance Reviews to ensure employees are productive, accountable, and successful in their positions
- Conduct and/or monitor training for all staff in least restrictive techniques, behavior management, active treatment, client rights, prevention of abuse/neglect, documentation/data collection, emergency procedures, and other areas as needed
- Attend all required meetings and public events to promote awareness of the Center & services provided.
- Other duties as assigned

Knowledge / Abilities / Competencies

- Knowledge of behavior management, personal, and environmental hygiene.
- Ability to write professional progress and behavioral reports.
- Ability to use computers, equipment, and all required technology.
- Ability to effectively interact with upper management, subordinates, clients and their team, and community members.
- Competent in following instructions, capable to follow written & oral instructions, and taking appropriate courses of action.
- Knowledge of newest technology, equipment, and research for best customer service, care, and resource applications.
- Ability to manage tasks and prioritize to meet deadlines

Please send your completed application and resume to Josh Stevens, Executive Director at jstevens@fairfieldci.org.

***Fairfield Center for Independence is an Equal Opportunity Employer