

# **Position: Independent & Supported Living Services Program Manager**

*Job Type: Full-time*

*Pay: \$22.00 - \$23.00 per hour*

Clausen House is currently seeking an individual with proven program management experience and ability to effectively oversee daily program operations, coordinate and implement program plans and services for adults with developmental disabilities, and ensure financial performance of the program.

## **Qualifications:**

- Advanced degree in human services, public health, counseling or other related disciplines.
- Demonstrate track record of directing human services operations, preferably to people with developmental disabilities. Solid knowledge of Titles 17 regulatory standards and ability to apply them to policies and procedures
- Prior program management experience
- Ability to design and implement new program services preferred.
- Experience in developing and managing organizational systems and policies.

## **Requirements:**

- A creative, self-directing approach to working with individuals and as a part of a team.
- A commitment to the rights and autonomy of all people, regardless of age, race, sex, sexual preference, style, or other matters related to individual identity.
- The use of a personal car, a clean driving record, and automobile insurance are a must.
- Availability to work a flexible schedule (day or evening hours); Carry 24 hours Emergency Pager (on call)
- Knowledge of Microsoft Word for Windows.
- Ability to write and communicate effectively
- Willingness to undergo a criminal records clearance, health screening and TB test
- Develop, implement and evaluate needs-based services and curriculum
- Will develop new programs and enhance existing programs as agency client needs dictate and in accordance to new HCBS (Final Rule) standards and compliance
- Ensure compliance with Title 17 regulations and conduct quality assurance and program evaluation reviews of the both the Independent & Supported Living program.
- Monitor program performance against both quality and financial goals. Conduct Annual Program evaluations.
- Supervise Program Coordinator, Instructors, and other program staff (which includes writing performance evaluations and meeting individually with supervisees on a monthly or as needed basis)

- Function as a liaison with families, Regional Center of East Bay contacts, and other external entities
- Ensure program schedules are current and reflect curriculum changes.
- Ensures and maintains clients' medications and all medication management protocols, policies and procedures, staff medication trainings, and title 22 regulation compliance.
- Ensures timely and comprehensive communication with CCL.
- Ensures program hiring occurs timely.
- Ensure the financial viability of the Independent & Supported Living Program. Develop an annual budget and oversee revenue and expenses accordingly.
- Provide ongoing training to Coordinator, Instructors and Personal attendants.
- Manage completion of monthly billing for RCEB reimbursement
- Manage ISP system (schedule meetings with ID team members, review documentation and present at meetings, as needed) in coordination with the Program Coordinator/Director of Program Services.

### **Physical Demands**

- Ability to fulfill all physical requirements related to providing ILS instruction.
- Specific examples include, but are not limited to:
- Endurance/Overall Strength – Move about frequently; sit/stand/walk/drive for a minimum of 7 hours per day. Some sedentary work. Bending, lifting and squatting, with objects weighing up to 30-50 lbs. Must be able to handle lifting/transferring consumers with physical impairment problems. Exerts force and/or lifts or carries objects weighing up to 50-100 pounds frequently and/or occasionally.
- Climbing: Frequently ascend and descend stairs to make rounds of building and consumer home visits.
- Driving: ability to sit for 1- 3 hours; travel for 100-300 miles in vehicle or on public/private transportation.

### **Environmental Conditions**

- Location: Inside/Outside – Work is predominately inside and generally provides protection from weather conditions and temperature changes. Outdoors accompanying consumers to assist with daily chores/activities in the community.
- Stairs/Steps: Frequently – occurs on every shift. Ascend and descend stairs to access any required work area or other areas related to functioning in the workplace.

### **Benefits:**

- 401(k)
- Dental insurance

- Employee assistance program
- Health insurance
- Paid time off
- Vision insurance

**Schedule:**

- 8 hour shift
- Monday to Friday

**Experience:**

- Supervisory: 1 year (Preferred)
- Human services: 1 year (Preferred)
- Program management: 1 year (Preferred)
- DD: 1 year (Preferred)
- Mental health: 1 year (Preferred)