



Job Title: Program Manager **Date:** February 2024
Department: DTAC-Alambre/Emeritus **Location:** Alambre Building
Reporting Supervisor: Director of Operations **Pay Range:** \$70,720 - \$81,120 Exempt

Direct Reports: Independent Facilitator, Program Quality Leads, Assistant Managers

JOB OVERVIEW: Manage programs under the direction of the Director of Operations. The employee oversees the completion of all reports, including ISP, Progress Summary, Behavior Support Plans and Goal Sheets in a timely manner. Also trains, supervises and evaluates employees to enable staff to work with clients on development of social and communication skills, as well as independent living and community living skills. There may be times when behaviors of a client cause them to hit, slap, poke, bit or pull at an employee's hair or clothing. Other incidents may also occur. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening there may be instances when it can't be avoided.

ESSENTIAL DUTIES:

- Monitors program compliance with Title 17 and Title 22 regulations and makes necessary recommendations to improve service delivery
- Reviews safety and training documentation to ensure compliance with CCL, licensing, CHP and fire authority and makes necessary recommendations when needed
- Works to schedule program site and community site visits and makes appropriate recommendations to improve service delivery
- Works with HR Manager to recruit, interview and hire appropriate staff to maintain client to staff ratio.
- Manages the daily operation of the program, including the department budget
- Works with staff to assess the physical, psychological, and social and communication skills of the client in an effort to develop individualized programs and set appropriate goals to meet their needs
- Works with Assistant Managers to establish and ensure objectives for each client, trains the staff in the implementation of ISP, and ensures accurate goal completion and data collection
- Works within the department to ensure that all reports, including ISP, Progress Reports, Behavior Support Plans and Goal Sheets are current and include all necessary information.

- Communicates with family members, service coordinators, board and care homes, as well as Regional Center, and Department of Social Services on an as needed basis to ensure appropriate service is being provided to all clients
- Provides daily guidance and direction to department staff in order to ensure the department is in compliance with all applicable regulations.
- Provides reinforcement of positive social behavior, participant choice, communication and activities of daily living to ensure continual client development
- Writes and conducts annual performance evaluations for each direct report
- Prepares, distributes and maintains accurate and timely information on required reports, forms and documents related to programs and client activities
- Provides outcome data utilizing varying formats to compile various reports
- Oversees appropriate ratio maintenance in department, and offers appropriate and timely solutions

ADDITIONAL DUTIES:

- Understand the role of the department and how it contributes to the overall success of Vocational Visions.
- Promote activities deemed appropriate for individual client and makes recommendations to staff on necessary changes
- Treat staff fairly and shows respect to coworkers
- Adhere to all Vocational Visions policies, Code of Conduct, and Procedures
- Operates VV vehicles (personal vehicles when required) in compliance with company policies and governmental statutes
- Performs other duties as assigned

SKILLS:

- High level of communication and interpersonal skills with diverse personalities
- Strong organizational, problem-solving, verbal and writing skills
- Computer proficiency
- Excellent organizational skills

QUALIFICATIONS:

- ***Required Education:***
 - Bachelor's degree in field of education or related discipline
 - Completion of training in CPR and first aid and CPI
- ***Required Experience:***
 - A minimum of two years' experience working with adults with Developmental/Intellectual disabilities or other comparable experience
 - Certified as administrator by CCL within 1 year of hire
 - CPR Certification, or agreement to obtain CPR Certification
 - Maintaining and using CPR skills throughout duration of employment
- ***Preferred Experience:***
 - Prior managerial experience
 - Familiarity with training in vocational, personal and social skills

- **Working Knowledge of:**
 - Persons with behavior characteristics of adults with Developmental/Intellectual disabilities
 - Ability to assume responsibility and manage staff
 - Ability to foster teamwork and encourage staff to work together
 - Fostering a positive environment and working to maintain appropriate levels of skill development and task completion with staff and clients
 - Title 17 and Title 22 Adult Day Program Regulations
 - Unique needs of each participant

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Standing and sitting
- Working with participants in both a controlled environment and in the community
- 90% of work schedule is spent on one’s feet (**Essential**)
- Pushing wheelchairs
- Kneeling, squatting, bending, lifting and twisting
- Finger dexterity
- Bending, reaching, pulling and pushing
- Lift, move, push and pull over 50 pounds
- Wearing back brace to assist participants in toileting

JOB SPECIFICS:

- Full-time
- Monday – Friday
- 8:00am – 4:30pm
- On-Site at our Alambre Building
- NO REMOTE WORK AVAILABLE
- CDC Compliant, including company specific requirements: Drug Testing/Background Checks/Physicals/TB Test
- Website: <http://www.vocationalvisions.org/>

BENEFITS:

- Medical, Dental, Vision, Life, AD&D
- CalSavers Plan
- Referral Program
- PTO/Sick Leave

Employee Name: _____ Date: _____

Employee Signature: _____