



Job title	<i>Program Director</i>
Reports to	<i>Executive Director</i>

Job purpose

This position serves to assure RSS is delivering all residential services in a consistent manner, and in accordance with State and Federal requirements.

Duties and responsibilities

- Foster an environment which promotes dignity and respect for all persons served, as well as for all employees of RSS
- Understand and support the rights of those with Intellectual and Developmental Disabilities
- Assures overall accountability of all group home managers for the performance in their duties
- Develop and implement annually an objective metric for performance evaluations of managers and lead staff relevant to their duties
- Proofread and edit all PSP documents submitted by managers prior to annual planning meetings to assure creation of a quality plan of care
- Review staffing hours and patterns for all group homes and adjust as required
- Help managers identify and problem solve those barriers which prevent them from providing efficient and cost effective services to residents
- Build a positive working relationship with guardians, case managers, QIS, and other entities by responding to their concerns and addressing those concerns in a timely fashion.
- Facilitate collaborative communication between the departments of the main office and all group homes
- Attend state level meetings and serve on select committees with other providers and DDP representatives which might impact the direction of services in the state of Montana
- During prolonged absence of the Executive Director this position may be required to assume those duties
- Serve on the Incident Management committee and be a back up to the designated Incident Management coordinator
- Coordinate with the Medical Coordinator to assure medically necessary treatments are performed by direct service professionals correctly within residential settings
- Review Incident Reports and assure protocols are followed whenever a behavioral PRN is administered to a resident
- Coordinate with the Staff Development Coordinator to assure trainings given at Group home staff meetings are relevant to each home's needs and provide growth in a variety of necessary skill areas.

- Coordinate with managers and the Human Resources Coordinator to assure any disciplinary actions are administered in accordance with applicable laws and standards which are applied fairly to all employees.

Qualifications

- Four year degree in Psychology, Sociology, Special Education Nursing, or another Human Services field, or equivalent work experience
- Progressive levels of supervisory experience
- Familiarity with case management roles and with the Developmental Disabilities Program
- Understanding of budgets, cost plans, and how to negotiate with DDP personnel in development of budgets for individuals newly enrolled in residential services
- Ability to use computers, including Excel and Docuware
- Able to work with individuals with varying degrees of disabilities, including communication impairments
- Effectively communicate with coworkers, board members, residents and other stakeholders in a positive and collaborative manner.

Working conditions

The job requires primarily working in an office setting, but may require travel to outlying sites and on occasion to meetings outside of the Billings area. This person may have to answer and give direction with phone calls on the weekends and evenings.

Physical requirements

Sitting 1 2 3 4 5 6 7 8 9 10 11 12
 Walking 1 2 3 4 5 6 7 8 9 10 11 12
 Standing 1 2 3 4 5 6 7 8 9 10 11 12

Surface/Terrain: Carpet, Flooring Concrete and General Outdoor Terrain

Key S – Seldom O – Occasionally (1 hour to 2 ½ hours)
 F - Frequently (3 – 5 hours) C – Continuously (5 hours a shift or more)

Activity	0-10lbs	11-24lbs	25-34lbs	35-50lbs	Over 50lbs
Lifting Knee High	S	S	S	S	S
Lifting Waist High	S	S	S	S	S
Lifting Overhead	S	S	S	S	S

Bending: S Squatting: S Crawling: S Climbing: S Kneeling: S
Reaching Above Shoulder Height: S Pushing: S Pulling: S

Dexterity:

Simple Grasping Yes X No
Firm Grasping Yes X No
Fine Manipulation Yes X No

Environmental Conditions:

Required to work outdoors summer - No
Required to work outdoors winter – No
Exposed to fumes – No
Exposed to dust – No
Exposed to gases – No
Exposed to noise/vibrations – No
Exposed to physical aggression from others – Potentially from individuals served
Exposed to offensive odors/sights – No
Exposed to blood borne pathogens – Potentially in group homes
Uses machines, tools and equipment on the job – Yes (Computer, Copy Machine)
Uses protective equipment on the job – No

Approved by:	<i>Cal Calton, Interim Executive Director</i>
Date approved:	<i>03.08.2021</i>
Reviewed:	<i>N/A</i>