

JOB DESCRIPTION #21

TITLE: Area Director

FUNCTIONAL TITLE: Area Director

JOB CATEGORY: Residential Services / Adult Support

REPORTS TO: Assistant Vice President of Community Services

BASIC FUNCTIONS: Provides supervision of Resident Directors and program staff including clinical and operational functions.

SCOPE: This position is responsible for the day to day supervision of direct support staff with the goal of maintaining and enhancing the quality care.

QUALIFICATIONS: BA preferred. Minimum of five (5) years residential experience required, with three (3) years in a supervisory capacity. Valid Driver's License is required.

SCHEDULE: This is a full time position with hours to be scheduled as programmatic needs dictate. On-call responsibilities required. Schedule will be maintained with Assistant Vice President of Community Services.

RESPONSIBILITIES AND OBJECTIVES:

- Under the guidance of the Assistant Vice President, to supervise Resident Directors and oversee supervision of all assigned staff, including oversight of performance appraisals and staff development.
- Participate in the selection of applicants and provide site orientation to staff.
- Coordinate the internal on-call systems as needed.
- Oversee the management and development of programs including ISP development and implementation, assuring compliance with established regulations and guidelines.
- Coordinate day-to-day operations of assigned homes including reports, records, maintenance and budgets.
- To represent assigned homes at subsidiary administrative meetings and participate in the evaluation of program services. (TMR, BSC, Financial Audits, etc.)

- To ensure that homes operate in accordance with DMR regulations and that the homes meet the requirements necessary to receive a two year certification with distinction.
- Coordinate clinical supports, entitlements, community resources and liaison for consumers as needed.
- Perform other duties as required or assigned.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to lift up to 30 lbs. on occasions. Ability to drive. Ability with training to perform appropriate physical restraints as needed.

STATUS: Exempt

STATE CONTRACT CROSS REFERENCE TITLE: Program Staff Supervisors #133

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date