



www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Employment Opportunity

Title: Adult Services Program Manager - Durango

Reports To: Program Director of Adult Services - Durango

FLSA: Salary/Exempt

Job Description: |

Ensures the provision of Adult services and supports in Archuleta, La Plata, and San Juan counties as defined in the Standards set forth by the Division for Intellectual and Developmental Disabilities (DIDD).

This position will support the Community Connections Mission Statement and staff in an active and supportive manner. Will assist in the development, guidance, provision of services and supports to achieve full integration and participation of individuals with intellectual and developmental disabilities into community life. Will be sensitive and supportive to parents and guardians. Will also engage in community education and awareness of company mission. Will work as part of the CCI Adult Services management team in an effective and respectful manner.

Responsibilities:

- Oversee the implementation of personnel practices to strengthen the delivery of supports as needed by the team members and individuals receiving services.
- Participate in the hiring, evaluations and terminations of all direct reports as needed in a timely manner.
- Keep proper documentation of staff
- Assist staff in training when needed.
- Respond to questions from staff in a timely manner
- Effectively communicate with all clients, guardians, stakeholders and vendors in a timely manner
- Assist in developing, and adhere to annual budget.
- Communicate with the Finance Department as needed
- Oversee all end-of-the month paperwork is completed by Direct Support Professionals, contractors, Family Care Givers, etc., as appropriate.
- Provide or effectively delegate regular program monitoring as defined in DIDD Standards
- Coordinate the delivery of services and supports as determined through the Service Plan (SP) process and in compliance with the Standards set forth by the Division for Intellectual and Developmental Disabilities
- Participate in Service Plan and goal development
- Help to develop and fulfill client and department goals.
- Collect and use data to make decisions around service provision.
- Administer and collect assessments as required by DIDD Standards in a timely manner
- Notify Case Management or other appropriate personnel when resources are inadequate or when changes are required to the client's Service Plan
- Assist the Assistant Director of Adult Services with information required for the Administrative Review Committee (ARC)
- Responsible for follow-up to incident reports as appropriate.

Rev. 111816 Js



**There is more to me
than my disability.**
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- Will assist the Case Management department with any investigations or resulting follow-up.
- Develop and present, if asked, all required information for the Human Rights Committee (HRC)
- Monitor CCI client homes for cleanliness, maintenance and needed repairs. Assist with all related follow-up as needed
- Attend meetings and in-service trainings as requested. May necessitate some overnights away from home
- Schedule team meetings assure minutes are taken as requested
- Required to be on call days, nights, and weekends as part of the emergency phone rotation with other CCI personnel
- Review and approve timesheets and staff mileage for the finance department within the established guidelines
- May help with in-service training
- Assist in marketing needs as requested
- Any and all reasonable duties as assigned

Knowledge and Abilities:

- Use standard office equipment
- Communicate effectively in writing and in person
- Follow oral and written instructions
- Maintain confidentiality in all aspects of client, staff and agency information
- Ability to interpret rule and regulations
- Adhere to timelines, deadlines and meeting times
- Work independently as well as part of a team
- Problem solve, learn quickly, and work with minimal

Qualifications: Four year degree, or one year experience in the disability related field. Supervisory experience preferred. Strong written and oral skills. Leadership and teambuilding experience demonstrated. Computer knowledge is necessary. Must be able to be on call in rotation.

Physical Demands of the Job:

While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle or feel objects, tools or controls, reach with hands and arms, and have the ability to communicate. The employee must have adequate visual acuity with or without corrections. May be required to lift weights up to and over 50 lbs. The employee may be required to travel to meetings, trainings, and other community activities.

We are seeking a qualified candidate excited to take on this amazing challenge. Full time with benefits available. \$19.50 per hour. Interested candidates should email cover letter and resume to Judy Schreckenbach, HR Vice President, at judys@cci-colorado.org or fax attn.: Judy Schreckenbach, 970-259-2618. Open until filled. EOE