



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

Title: Community Center Manager - Cortez

Reports to: Program Director of Adult Services - Cortez

FLSA Classification: Salaried/Exempt

Job Description: Provides leadership for the evolving Community Center program by guiding the development and provision of services that meet the needs of clients with Intellectual and Developmental Disabilities in Community Connections' services as described in official Rules of the State of Colorado and the organizational policies and procedures. Provides the support and education needed for staff to be proficient with responsibilities assigned to them. Must be able to motivate, delegate, and lead staff to be successful and mission driven to achieve full inclusion of the people served. Must demonstrate the ability to work in teams and be able to instruct and direct staff. All employees will uphold our Mission, Vision, and Values.

Responsibilities:

- Develop integrated programs and curriculum to meet the goals and interests of clients and ensures adequate staff to meet the needs of clients.
- Participates in the hiring, evaluations and terminations of staff in the Community Center program. Keeps proper documentation as required by policy and procedures.
- Monitors staff payroll and provides information to the financial department by deadlines provided.
- Provides Community Center staff with the training and support needed in order to successfully complete their assignments.
- Facilitates onboarding of all new direct support professionals by providing training and shadow opportunities through the Community Center program.
- Assists in developing and adhering to annual budget for program. Oversees fiscal administration by authorizing and monitoring financial decisions.
- Develops or delegates the development of day habilitation Individual Service and Support Plans and 6-month reviews for individuals in service.
- Compiles information required for billing by deadlines provided.
- Coordinates the delivery of services and supports as determined through the service plan process and in compliance with the standards set forth by the Division for Intellectual and Developmental Disabilities.
- Develops or delegates the development of all assessments as needed.
- Monitors or delegates the monitoring of all day habilitation supports in compliance with the standards set forth by the Division for Intellectual and Developmental Disabilities.
- Maintains the interior and exterior of the Community Center site. Reports all required maintenance issues to Director of Adult Services, and arranges for repairs. Ensures properties are kept clean and free of safety hazards to CCI clients, staff, and visitors.
- Tracks and monitors the maintenance and repair needs of any CCI company owned vehicles that are utilized in Community Center activities.
- Provides assistance in crisis situations and consults with the Director of Adult Services when needed. Assures adequate backup systems are in place and functional.
- Participates in the presentation of reports to agency representatives or community when designated or requested.



**There is more to me
than my disability.**
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- Notifies Case Management or other appropriate personnel when resources are inadequate or when changes are required to the client's Service Plan.
- Coordinates team responsibilities for individuals in services as identified through the Service Plan process, and assigns staff to be responsible for that support.
- Attends meetings and in-service trainings as requested. May necessitate some overnights away from home. Assists in staff trainings when needed
- Schedules team meetings and assures minutes are taken and distributed to staff.
- Participates in the emergency phone rotation with other CCI managers.
- All other 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 oversight
- Knowledge of local community partners and events
- Ability to work creatively within system limits

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.

Interested applicants, please email a resume and cover letter to judys@cci-colorado.org, or fax attn.: Judy Schreckenbach, 970-259-2618. Open until filled. EOE