



# JOB DESCRIPTION

<b>Position Title:</b> Day Services Director	<b>Location of Position:</b>	<b>FLSA:</b> Exempt
<b>Reports To (Title):</b> Executive Director	<b>Prepared by:</b> Human Resources	<b>Date:</b> 11/06/14
<b>Business Unit/Department:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Primary Objective:</b>	<i>In broad terms, briefly state the major purpose or primary objective of this position.</i>
	The Day Services Director is responsible for the administration and coordination of the Day Program Services and all community based employment to meet the individual needs of persons served. Will serve as liaison with businesses providing employment for OAC clients and will ensure all programs are in compliance with state, federal and corporate regulations.

<b>Essential Functions and Scope:</b>	<i>Using brief narrative statements, describe each major function or responsibility explaining the scope of the function as appropriate.</i>
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- Responsible for the management and development of all employees within the Day Services Program area to ensure effective performance of program functions.
- Develop and mentor each of the section leaders.
- Ensure that each client has job opportunity, training and/or services that are progressive, proactive, comprehensive and beneficial and meet that individual's needs, both internal and external.
- Maintain accurate documentation of resident participation and progress in vocational/prevocational programs.
- Review clients' incident reports to determine appropriate action as needed.
- Monitor the facility, grounds, vehicles and equipment and provide oversight to ensure a safe working environment for clients, staff and visitors.
- Follow wage and hour laws for sheltered workshop including timely wage/piece rate studies.
- Complete reports as scheduled.
- Ensure employees are scheduled to attend any needed orientation classes or re-certifications.
- Participate in the development and implementation of strategic planning.
- Complete and maintain operating records.
- Establish program objectives.
- Represent OAC in a positive and professional manner in community meetings, events and social functions.
- Complete employee development plans for Day Services Managers and review and approve development plans for all other Day Services staff.
- Provide corrective action and follow up as needed.
- Conduct bi weekly meetings with staff.
- Monitor and approve any overtime requests prior to time used.
- Attend all mandated in-service education programs annually or as directed.
- Serve as liaison to Incident Management (IM), Interdisciplinary Teams (IT), Human Rights Committee (HRC), etc. as needed.
- Assist with client care as needed.
- Assist in transporting residents to and from vocational activities when appropriate.
- Provide and develop on-going training in all areas of Day Services.
- Remain current in certifications and attend training in-services as required.
- Adhere to organization's policies and procedures.
- Perform other duties as assigned.
- Communicates regularly with Day Program Staff, Nursing Residential and other service area to provide seamless/quality services to all clients served.



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<b>Job Requirements:</b>	<i>Describe the education, knowledge required, years of experience, specific skills and abilities required to do the job on a fully competent basis.</i>
<b>Knowledge, skills and abilities needed to perform job duties:</b>	Bachelor’s Degree in Human Services field or equivalent. Must have one year experience in vocational management. Valid driver’s license with ability to obtain type F endorsement.
<b>Competencies:</b> <i>Describe the specific skills <b>required</b> for this position in terms of technical, managerial, interpersonal skills and unique abilities.</i>	<ul style="list-style-type: none"> <li>• Good oral, written and interpersonal skills to effectively interact with internal and external customers.</li> <li>• Commitment to providing excellent service; ability to remain calm and courteous when handling difficult requests.</li> <li>• Ability to maintain confidentiality regarding all documents and communications.</li> <li>• Ability to interpret and follow oral documented procedures, instructions, laws and policies.</li> <li>• Ability to project a positive and professional image on behalf of the organization.</li> <li>• Must be an effective team member.</li> <li>• Ability to prioritize and manage time effectively.</li> </ul>
<b>Employees Supervised:</b> <i>Indicate the number of employees that report to this position (<b>only complete</b> for exempt supervisory /managerial positions).</i>	Day Services Manager, Day Services Area Leader, Senior Direct Support Professional, Direct Support Professional and others as assigned
<b>Other Pertinent Job Information:</b> <i>(Such as, American with Disabilities Act – ADA requirements for certain hourly positions).</i>	
<b>Disclaimer:</b>	<p>The above information on this description has been designed to indicate the general nature and level of the work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.</p> <p>The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that this job description does not constitute a written or implied contract of employment. It is understood that the company reserves the right to change work schedules as required, including overtime.</p>

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Employee Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date