

# PERCO INCORPORATED

## POSITION DESCRIPTION

### Program Manager

**REGULAR HOURS OF WORK:** 40 scheduled hours per week; Flexible as scheduled. Overtime eligible

**IMMEDIATE SUPERVISOR:** Assistant PerCo Director

**DEPARTMENT:** PerCo, Incorporated

**STATUS:** At Will, Professional Employee

**PROBATIONARY PERIOD:** 365 days

#### **QUALIFICATIONS:**

- High School diploma or GED
- Two years related work experience in the Developmental Disabilities or related field.
- Able to obtain Ohio Department of DD Adult Services Registration
- Valid Ohio Driver's License and good driver record (must be insurable)
- Effective written and verbal communication skills
- Compliance with Company policies and procedures; Ohio Department of Developmental Disabilities rules, regulations, and applicable laws
- Able to become certified in First Aid and CPR

#### **DUTIES:**

- Represents PerCo Inc. during the program implementation portion of the ISP process. Assures that outcomes, objectives, documentation and methodologies, as agreed upon in meetings, are written and implemented.
- Promotes self-determination and utilizes: record reviews, observation, conversation and formal assessment techniques to assist the person served to choose/prioritize training/employment and/or activity/volunteer opportunities.
- Gathers information from the individual, pertinent staff and team members to compile accurate assessments of the individual's needs and wants. Attends planning and review meetings. Works directly with the Service Coordinator and individual to develop specific objectives and methodologies as needed to measure and meet the individual's needs, compliance and billing standards.
- Works with the Service Coordinator to assist with development and implementation of behavior support strategies. Provides technical assistance to Support Specialists for the purpose of training and ensuring implementation of specified ISP outcomes, objectives, methodologies and behavior support strategies; ensuring Support Specialists have a working knowledge of the ISP, behavior strategies and all assessments.
- Problem solves training and skills maintenance issues. Conducts periodic reviews of service delivery, program implementation and outcome and objective attainment. Maintains accurate records of program implementation, monitors progress and adjusts objectives as needed

- Ensures Ohio Department of Developmental Disabilities standards are met for program area, documentation, staff and individuals receiving services.
- Communicates changes, progress and updates to the individual and their team. Communicates and coordinates pertinent information to the PerCo staff, including Nursing, Support Specialists, Transportation and other Administration to ensure the best possible services and progression for the individual.
- Develop and maintain professional relationship with individuals served, families, businesses, community agencies and co-workers to ensure individuals' needs and preferences are met effectively.
- Provides intake and orientation services to new individuals.
- Reviews and reports Unusual and Major Unusual Incidents as required. Monitors Incident Reports for identifiable patterns and preventative measures that can be taken to reduce or eliminate reported concerns. May be called upon to gather data and information for the development of behavior support strategies. Responsible for crisis intervention that may include provision of direct support and service, if indicated. Complete Semi and Annual MUI Analysis Reports.
- Supervises Support Specialists in the direct provision of supports and services. Oversees and approves leave requests, attendance and timesheets for designated Support Specialists. Develops objectives with staff supervised and performs Performance Evaluations as scheduled. Recommends training opportunities for staff supervised. Facilitates team meetings for training and planning and maintains a culture of continuous quality improvement. Recommends disciplinary action.
- Assists with determining staffing and coverage needs. Assists with arranging for substitute coverage as needed.
- Attends in-service training, seminars, and other meetings as required by administration. Attends planning meetings.
- Performs other assigned duties related to the position.

**NOTE:**

Working conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials, and/or aggressive behaviors. PerCo, Inc. does not discriminate because of disability, race, color, creed, national origin, sex, or age.

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Employee Signature

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Date