

## **Job Description**

**EMPLOYEE'S NAME:**

**POSITION:** Director of Day Services

**PROGRAMS:** DDS funded Day Services and Day Hab

**SUPERVISOR'S NAME:**

**DATE OF EMPLOYMENT:**

**DATE OF STANDARD:**

---

### **GENERAL DESCRIPTION:**

This position oversees day to day operation of the Day Habilitation and Employment Support program, including but not limited to: the short and long term strategic planning, goal setting, project research, staff development, quality assurance, resource allocation and public relations

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Performance Standards**

1. Collaborate with multidisciplinary team to meet clinical and medical needs of individuals supported, in accordance with the agencies mission statement. Chairs IDT.
2. Provides leadership including direct or indirect supervision of Community Support Workers, Case Manager, Program Manager and the support team, as appropriate
3. Responsible for the financial performance of Day services: ensures balanced budget, reviews financial statements, oversees purchasing, and ensures billing compliance and documentation
4. Manage opportunities to expand services and diversify funding sources. Implements growth strategy to increase census; responds to local requests for proposals; identifies and participates in new development initiatives as appropriate.
5. Maintains and fosters relations case managers, referral agents and funding sources; participates in building relationships and networking as appropriate.
6. Implements strategies to maintain and foster relations with individuals receiving services, families and guardians.
7. Oversees implementation of incident management protocol; ensures timely incident reporting and corrective action; reviews trends; develops and implements responses; assists with internal investigations, as appropriate.
8. Maintains licensing and compliance for Day services and supports; assures timely and accurate documentation. Oversees implementation of quality enhancement plan, coordinating WSC standards, licensing and accreditation agencies requirements (DDS, QUEST, MassHealth and CARF). Performs other related duties and activities as required.
9. Act as an active training member for direct care and management staff.
10. Serve as a member of the Senior Management team helping to determine the direction of the agency
11. Demonstrates good attendance and punctuality.
12. Interacts effectively and professionally in a manner that encourages participation; is helpful, supportive and respectful of differences with regards to the age, gender, culture and the professional standards of the program and company
13. Provides written and oral information to co-workers, managers, individuals, families/guardians and members of the community on an as needed basis. Documents

- and relays any issues brought to their attention
- 14. Takes the initiative to seek additional duties and tasks.
- 15. Effectively responds to situations and seeks information and clarification when needed, and resolves conflicts in a productive manner.
- 16. Performs other duties, responsibilities, and projects as assigned by supervisors or management.
- 17. Adheres to the mission, vision and values of WSC, Inc, conducting themselves within the published standards of professional conduct

**Performance Evaluation**

Written evaluation of the employee’s work performance relative to the assignments specified above, will be made at annual intervals, including the employee’s anniversary date.

This job description for the position will be used as criteria for evaluating performance when applicable. It is further understood that these may be modified with the concurrence of the employee and the immediate supervisor.

Essential functions of this position will require the ability to communicate orally and in writing to a variety of audiences. Computer Literacy is required. The ability to move independently throughout a wide range of environments, some of which may not be wheelchair accessible, is required. The ability to lift inanimate objects such as files and records is needed as well as the ability to assist in the lifting of individuals. As a WSC employee, you agree to adhere to all safety practices. There are on-call responsibilities. This position does demand some telephone or on-site response to emergency situations that cannot be predicted. The work schedule and hours will be determined by the program needs. There will be times when training or other special needs will occur outside of the program schedule. Weekend and holiday duties may be required within the program schedule.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The ability to move independently throughout a wide range of environments, some of which may not be wheelchair or otherwise handicapped accessible, is required. Independent transportation to locations that may not be served by public transportation may be necessary. The WSC, Inc. will make reasonable accommodations, whenever possible, when needed and/or requested by employees. Requests for accommodations will be honored, unless the accommodation would cause under hardship on the operation of the program and/or on the organization.

*\*Check one on each line. Items checked need not total 100% and may be estimates.*

<b>Amount of time:</b>	<b>Continuously (67%-100%)</b>	<b>Frequently (34%-66%)</b>	<b>Occasionally (10%-33%)</b>	<b><u>Rarely (1%-9%)</u></b>
<b>Standing</b>	<b>X</b>			
<b>Walking</b>	<b>X</b>			
<b>Sitting</b>		<b>X</b>		
<b>Bending</b>		<b>X</b>		
<b>Crawling</b>		<b>X</b>		
<b>Running</b>		<b>X</b>		
<b>Squatting</b>		<b>X</b>		



<b>Climbing</b>		<b>X</b>		
<b>Reaching</b>	<b>X</b>			
<b>Pushing</b>	<b>X</b>			
<b>Pulling</b>		<b>X</b>		
<b>Lifting</b>	<b>X</b>			
<b>Carrying</b>	<b>X</b>			

<b>Pounds:</b>	<b>Sedentary 0-10</b>	<b>Light 10-20</b>	<b>Medium 20-50</b>	<b>Heavy 50-100</b>
<b>Lifting</b>				<b>X</b>
<b>Carrying</b>				<b>X</b>

**Supervisor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_