

Unique People Services

Job Description

Job Title: Residential Director
Department: DD Programs
Reports To: Director of DD Services
FLSA Status: Exempt
Prepared By: Director of DD Services
Prepared Date: June 3, 2016
Revised Date: October 11, 2019

SUMMARY: The Residential Director of DD Services will be responsible for the overall operation of each DD residential facility within designated cluster. This role is responsible for ensuring that all facilities comply with policies and procedures per State, Federal and Agency Rules and Regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Be responsible for the continuous direction and oversight of all DD residential (clustered) program activities and facilities operation including compliance with all State, Federal and agency regulations.
- Ensure that hospital affiliation agreements are maintained with one or more hospitals to admit individuals for inpatient services, when needed.
- Ensure that all facilities and services provided adequately meet the physical, social and developmental needs of all individuals and that there is adequate protection of each individual's health, safety, comfort and well-being and civil, human and legal rights.
- Assist in developing and maintaining a good relationship with our neighbors and the surrounding community where our facilities are located.
- Establish policies concerning the operation of the facilities and the well-being of individuals.
- Ensure that each facility maintains a current Manual of Policies and Procedures and the facility is in compliance with the requirements of this manual.
- Conduct monthly meetings with Residence Managers, as well as supervision meetings.
- Ensure that in all facilities, clinical and medical services are rendered promptly and in accordance with individual program plans and appropriate documentation is maintained.
- Make frequent visits (but at least 2 times a month) to each facility to assure that the safety and health requirements are observed, that the physical environment is comfortable and attractive and that proper individual care and programming are carried out and document findings of visits.
- Ensure that all Incident Reports are filed as required and that all accidents, incidents, emergencies are properly investigated.

- Ensure that all individual records are maintained in compliance with all State and Federal Regulations.
- Make available for distribution a summary of the laws, regulations and procedures concerning admission, readmission and discharge of individuals.
- Be ultimately responsible for adequate Direct Support Professional coverage for all three (3) shifts per day; seven (7) days per week.
- Participate in life plan meetings to ensure that staff action plans are in line with the life plans.
- Work collectively with CCO Care Managers and Residence Managers to ensure that the needs of the individuals are being appropriately achieved.
- Ensure in conjunction with the nurse that the health needs of each individual is met and maintained through the use of facility or outside medical services.
- Participate directly or through delegation of staff in all DD Council activities within each borough in which services are being rendered.
- Assist in the development of a quality assurance protocol to ensure certification, accreditation for the program and its license by the state, and user participation in monitoring of programs.
- Develop, implement and monitor staff development and training on all levels, administration, management, supervisors, direct support professionals, clinical staff, ancillary staff, etc.
- Develop with management ongoing strategic planning to incorporate quality enhancement of the individual's individual achievement of integration, independence, inclusion and productively.
- Participation may be required in monthly Incident Review and Human Rights meetings.
- Participate in agency management meetings as necessary.
- Conduct monthly documented random observations at all programs for all shifts.
- Respond to both relevant RFP(s) and pre-promulgated standards distributed by the Standards and Compliance Department of OPWDD.
- Participate in agency wide five-year planning.
- Other duties as assigned by the Director of DD Services.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidate should have (a) either a Master's degree in Administration or Health/Human Services or a related field, plus (4) years senior supervisory experience in developmental disabilities services **or** (b) a

Bachelor's degree in Health/Human Services or a related field with (8) years' senior supervisory experience in developmental disabilities *or* (c) 15-20 years' senior supervisory experience in developmental disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.