



To reach the pinnacle in our field, we must provide superior service to our clients, and this means employing the best people. As a member of the Zumbro House team, you are critical to our success. Through your dedication and performance, we can reach our goal of being the premier provider of services for individuals with developmental disabilities, mental illness and high supervision needs.

Zumbro House, Inc. strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with Zumbro House, Inc. and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our company will continue to grow and excel, and the clients we serve will continue to live happy, productive lives in the community. Although we certainly value previous experience in the field, we prefer to hire bright and caring individuals who are motivated to help others lead successful lives in the community.

Job Title: Program Director

FLSA Classification: Exempt

Reports To: Division Director

Last Updated: 12/22/2020

Job Overview: The residential Program Director is responsible for general oversight, supervision and operations at their assigned sites. The Program Director ensures compliance with all county and state regulations provides leadership to the Lead DSP at each assigned location and ensures that all programs in place are being followed by staff, works closely with resident support teams to ensure high quality care that meets licensing regulations as well as agency and team expectations.

Essential Duties and Responsibilities

Operations

- Ensures compliance with all county and state regulations.
 - Leads and develops staff at assigned location to maintain standards and identify areas of improvement.
 - Coordinate work of team to ensure high quality care that meets licensing regulations as well as agency and team expectations.

Performance

- Oversight to make sure all programming is implemented as agreed upon in the Support Plan(s) and Individual Abuse Prevention Plan (s).
- Validate and coach the new employee orientation. All new hires are to receive some direct training from the Lead DSP.
- Observe staff interactions with residents and model, coach, correct behaviors as well as provide counsel/ discipline as needed.

Leadership

- Timely and accurate completion of all required/ requested resident reports. All information is to be in compliance with licensing regulations and meet/ exceed the expectations of the agency and resident's team.

12/28/2020



Staff Supervision

- Ensure that the house schedule is being followed accurately and closely. A site/program has to maintain coverage for client care, health and safety, NO EXCEPTIONS.

Client Support

- Ongoing communication and training for all employees that is focused on resident plans, support and service.

Health & Safety

- Ensure hygiene of each person receiving services and follow through with all scheduled medical and psychiatric appointments.
- Proactively manage training/ corrective action for medication administration/ documentation.

Self Focus & Values

- Be a positive representative of Zumbro House Inc. at all times

Qualifications

- Exceptional client service skills/interpersonal skills with all staff/employees.
- Must have the ability to clearly communicate with clients in English both verbal and written.
- Must have a valid driver's license, a good driving record and a safe operating vehicle, and must be willing to transport people receiving services in personal vehicle if company vehicle is not available.
- Must be willing to submit to a DHS Background Study.
- Submit to a Tuberculosis screening (TB Gold)

State of Minnesota Licensing Minimum Qualifications

The designated coordinator must minimally have:

- (1) a baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
- (2) an associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
- (3) a diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; or
- (4) a minimum of 50 hours of education and training related to human services and disabilities; and
- (5) four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications identified in clauses (1) to (3).

Because of the broad nature of this position, this job description is not intended to be inclusive of all job requirements and responsibilities. The Program Director is expected to perform other job related duties as assigned.

I understand that my employment as a Program Director is probationary for 90 days following the date of hire.

I understand and agree to perform all tasks documented in this job description.

Employee Name (please print clearly)

Date

Employee Signature