



JOB DESCRIPTION

Dev. 6/04

Job Title: Program Director, QP

Supervisor (title): Service Team Leader

Exempt/Non-exempt: Exempt

Department: Residential Services

Prepared by: Approved By: Melissa Sapp

Summary (A brief description that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):

The Program Director, QP will ensure that the group home is being managed so that it meets COA standards of best practice, licensing standards, and financial goals as well as ensure that DHHS standards are being implemented in all aspects of the quality of care given to the residents.

Essential Functions (List the tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first.):

1. Recruit, select, train, evaluate, and supervise staff in the group home program to ensure that all standards of care is being implemented
2. Assist in developing, managing and monitoring program budget
3. Ensure the administration of the program is being accomplished
4. Maintain each client's charts per Lutheran Services Carolinas and DHHS standards
5. Responsible for the development of habilitation plans for each client and coordination with consultants to include approved treatment plans through the Human Rights Committee (Review of incident reports and medication errors)
6. Coordinate the implementation of treatment plans for each client and ensure proper documentation

7. Maintain physical facility and equipment according to licensing standards
8. Be involved in quality assurance processes and ensure that all documentation is of the highest quality
9. Represent Lutheran Services Carolinas in the community, including contracting agencies, churches, support groups and other professionals
10. Follow any other supervisory instructions and attend all required meetings

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

Program Manager
Habilitation Counselor I

Working Conditions (please complete the information listed below):

☒ Usual office conditions

☐ Usual office conditions with occasional exposure to some undesirable elements*

☐ Frequent exposure to undesirable elements*

*List the undesirable elements with the percent of the work day exposed to the elements.

1. _____ %
2. _____ %
3. _____ %

Physical Effort (please complete the information listed below):

The job duties require lifting or moving moderate to heavy materials as a regular part of the job.

☒ No ☐ Yes*

*List the activity requiring physical effort, the weight or effort required (in pounds) and the percent of the work day spent in actual, hand-on movement of weight:

<u>Activity</u>	<u>Weight of Materials</u>	<u>% of day</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Minimum Job Requirements:

Education: BS/BA Degree

Experience: 2 years paid human services/supervisory experience preferred; Valid NC Driver's license

Specific skills/abilities: Flexibility, sensitive to varying cultural issues, ability to hold others accountable, organizational skills

Specialized knowledge, licenses, etc: knowledge of Medicaid regulations/documentation; licensing requirements; COA standards Must have qualified professional qualification.

Success Factors *(Personal characteristics that contribute to an individual's ability to excel on the job):*

Even tempered

Sense of humor

Excellent work ethic

Able to multi-task

Ability to follow through

Transportation of client(s) in personal vehicle may be required.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date