



Position Available

Job Title: Executive Director

Location: _____

Status: _____

Effective

Date: _____

Description of Duties:

- Provides support and assistance to individuals with developmental disabilities to enable them to live valued lives in the community
- Ensures proper oversight, training and supervision of managers and staff
- Ensures implementation of therapy, training and behavior programs and data collection required by the individuals' plans
- Ensures the homes and programs offer choice, and creative activities within a positive innovative environment
- Ensures all areas and services operate in an efficient, cost effective manner following the budgeted guidelines
- Monitors and ensures ongoing compliance with agency directives, licensing standards, and policies and procedures
- Performs other duties as assigned

Required Qualifications:

- Must Successfully complete the required pre-employment Background and Drug Screenings
- Must possess a valid Driver's License which meets company standards for approved driver status
- Must possess basic computer skills
- Minimum Bachelor's Degree in Human Service discipline or a business-related field (Master's degree preferred)
- Minimum four years of supervisory experience
- Minimum two years of experience working in the human service field

Contact Information: _____

Interested candidates may submit Resume by:

Email: _____

Equal Opportunity Employer & Drug Free Workplace