



Job Description

Position Title:	Executive Director		
Reports To:			
Company: <i>(Type Company Name)</i>	<hr/> <i>(This job description applies to all operating Companies supported by the Sunrise Group)</i>		
Status:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Supervisory Position
Days of Work and Schedule			
The hours, days of work and work location are established as needed by operations and at the direction of management and may be changed (increased or decreased) by management as required.			
Position Purpose			
To effectively oversee the administration, programs and strategic plan of the organization which support and assist individuals with intellectual and developmental disabilities to live valued lives in the community.			
Qualifications			
<ul style="list-style-type: none"> • 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 be proficient with WORD, EXCEL, Outlook and possess basic computer skills • Minimum Bachelor's Degree. Major in Management or Human Service discipline preferred • Minimum four years of supervisory experience required • Minimum two years of experience working in the human service field 			
Essential Functions			
<p>Organization Mission and Strategy:</p> <ul style="list-style-type: none"> • Works with staff and stakeholders to ensure the mission is fulfilled through person directed plans, strategic planning and community outreach. <p>Leadership and Administration:</p> <ul style="list-style-type: none"> • Creates a positive culture that promotes open communication between individuals supported and all levels of staff. • Provide a safe environment for persons served, employees and any of the formal and natural supports. • Supports the day-to-day operations to assure a positive efficient organization that meets all regulatory requirements. • Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular reviews and revisions. • Mentors and develops Directors of Operations and other supervisors as appropriate to increase knowledge, leadership growth and opportunities for succession. • Provides oversight to ensure quality expectations and best practices while providing exceptional customer service. • Ensures the implementation and commitment to the organization's strategic plan. 			

Financial Performance and Viability:

- Responsible for fiscal management and commitment to operating within the approved budget.
- Review and analyze financial reports with plans of action to address and improve performance.
- Ensures maximum utilization of approved hours, accurate documentation and timely billing for services to maintain the organization in a positive financial position.
- Works with the DO's to ensure all individuals are receiving service based on their level of care.
- Ensures minimization of overtime to ensure maximum financial efficiency of the location.
- Works with the DOs to maintain maximum census.

Growth:

- Works with the DOs to develop and implements growth strategies to provide maximum return on investment (ROI) with limited risk to the organization.
- Embraces and supports new initiatives that will drive the success of the organization.
- Obtain feedback from stakeholders to identify the needs for growth opportunities.

Staffing:

- Assures a positive work environment that recruits, retains and supports quality staff, through positive coaching and mentoring of front line supervisors.
- Ensures each DO and Department Head is focused on maintaining staffing levels consistent with regulatory requirements of the individuals and contract terms.

Communication:

- Collaborates at all levels of the organization in order to resolve issues and create opportunities while providing updates to all of the involved parties.
- Leads efforts of open communication and provides constructive input for performance improvement and growth of staff.
- Listens to stakeholders in order to improve services and awareness.

Community Relations:

- Positively represents the organization and engages regulatory bodies, community, civic organizations, donors, families and the general public.
 - Acts as an advocate, within the public and private sectors.
 - Develops and maintains effective partnerships with area agencies, provider groups and local communities as a whole.
- Proficiency in the English language (both written and verbal) is required as this job entails direct care of adults and children receiving services. Employees are required to communicate, both orally and in writing, with staff and others regarding medical care, supports, and services. This requirement includes the ability to effectively communicate in English including medical terminology.
- Other duties as assigned.

Physical Requirements:						
Physical Effort:	Number of Hours Per Day					
	N/A	<1	1-2	3-6	6+	
1. Sitting				X		
2. Standing				X		
3. Walking				X		
4. Bending Over				X		
5. Crawling	X					
6. Climbing	X					
7. Reaching Overhead		X				
8. Crouching	X					
9. Kneeling	X					
10. Balancing	X					
11. Pushing or Pulling		X				
12. Lifting or Carrying			X			
10 lbs. or less			X			
11 lbs. to 25 lbs.	X					
26 lbs. to 50 lbs.	X					
51 lbs. to 75 lbs.	X					
76 lbs. to 100 lbs.	X					
Over 100 lbs.	X					
13. Repetitive use of hands/arms				X		
14. Repetitive use of legs	X					
15. Eye/hand coordination				X		
16. Driving cars, vans, trucks, forklifts, and other powered equipment						YES
						X
						NO

Environmental Factors	Number of Hours Per Day					
	N/A	<1	1-2	3-6	6+	
1. Inside					X	
2. Outside			X			
3. Clean Room	X					
4. Hazards	X					
5. High Places	X					
6. Hot	X					
7. Cold	X					
8. Dry	X					
9. Wet	X					
10. Change of Temperature	X					
11. Dirty	X					
12. Dusty	X					
13. Fumes / Odors	X					
14. Noisy				X		
15. Working with others				X		
16. Working alone				X		

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of an employee so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature Director of Human Resources

Date Signed

Signature of Employee

Date Signed

Employee Name Print