



Ladies of Charity Caregiving, Inc.

Position Description: ADMINISTRATOR/PROGRAM DIRECTOR

POSITION SUMMARY: Administrator/Program Director is accountable and responsible for managing all the affairs of the Agency and the services it provides, which shall:

- be delivered in a safe and efficient manner;
- meet the legal requirements, contract service standards, practice standards; and,
- be consistent with the Agency's mission, policies and procedures.

RESPONSIBLE TO: Board of Directors

I. TECHNICAL SKILLS

- A. Leads the agency in the delivery of high quality care by all members of the team in a caring, respectful and culturally diverse manner, in keeping with the mission, core values, and an independent living philosophy.
- B. Complies with all applicable federal, state and local laws, rules, statutes, regulations, contract requirements, licensure and safety requirements for the delivery of services.
- C. Maintains state licensure, as mandated by state government.
- D. Develops or directs the development of company policies and procedures and ensures their implementation as well as monitoring, reviewing and updating them.
- E. Ensures the Agency has an adequate number of qualified, competent staff to provide the required services;
- F. Ensures the completeness and accuracy of all information provided to the public regarding the Agency and its services;
- G. Negotiates and signs written contracts with individuals or other agencies;
- H. Maintains appropriate financial records, personnel records, administrative records, client records, and all Agency policies and procedures, including procedures for the safe keeping, storage and disposal of such documents.
- I. Monitors the quality of services delivered to consumers;
- J. Markets services with potential referral sources and to the community at large.
- K. Ensures adequate insurance coverage is obtained.
- L. Plans strategically for the Agency in the development and design of services.

Policy #201.01 _____

Effective Date 09.01.2018

Revisions _____

Approved by:

Page 1 of 3

Board of Directors

II. DOCUMENTATION

- A. Designates, in writing, a qualified individual to act as Administrator in his/ her absence.
- B. Identifies an individual(s) to assume a supervisory role(s) and to be accessible and available, at all times, to direct care workers, consumers and office employees.

III. COMMUNICATIONS

- A. Ensures the confidentiality of consumer and personnel communication including written, verbal, and electronic information, adhering to HIPAA and related regulations.
- B. Represents the Agency and serves as liaison to community resources and referral sources on consumer matters in the community.
- C. Maintains an open door policy to resolve consumer and staff concerns.

IV. PROFESSIONAL STANDARDS

- A. Maintains a professional standard of conduct, projecting a positive image of the agency at all times.
- B. Adheres to all policies and practices of the agency to maintain established Service and Practice Standards.
- C. Works with staff and consumers in a caring, therapeutic, culturally sensitive professional manner.
- D. Respects consumer control and the independent living philosophy.

V. PROFESSIONAL DEVELOPMENT

- A. Continually strives to improve consumer care and services by broadening and deepening knowledge through formal education, attendance at workshops, conferences, active participation in professional and related organizations and individual study and reading.
- B. Attends continuing education seminars for new learning.
- C. Presents in-service education sessions.
- D. Seeks collaboration in new and/or unfamiliar care areas.

VI. PERFORMS ADDITIONAL DUTIES AS ASSIGNED

VII. QUALIFICATIONS

- A. Five-years' experience in health care or human resources with progressive responsibility, including management and supervision.
- B. Baccalaureate degree in relevant area preferred.
- C. Interpersonal, communication and organizational skills. Evidence of leadership activities.
- D. Reliable, independent means of transportation for use in community activities. Driver must have valid driver's license with car insurance at the limits established in the personnel policies.
- E. Obtains and retains a clear criminal history and related required clearances such as OIG, SAM/EPLS and Medichex.

PHYSICAL ACTIVITIES REQUIRED TO CARRY OUT POSITION

Lifting: Required to occasionally lift maximum of fifteen (15) pounds.

Carrying: Required to occasionally carry maximum of fifteen (15) pounds.

Pushing/Pulling: N/A

Bending/Reaching/Turning/Twisting: May be required for display/exhibit set-up.

Repetitive Motions: Required for (or sufficient accommodation) for personal computer use.

SENSORY ABILITIES

Speaking: Must be able to clearly communicate with and educate consumers, coworkers, referral sources, and staff.

Hearing: Hearing level or accommodation sufficient to use telephone and to communicate with staff, consumers, families, physicians, and other professionals.

Seeing: Vision level or accommodation sufficient to permit function to/from/within the community, to complete and/or review required documentation, and to use a personal computer.

I UNDERSTAND THE POSITION DESCRIPTION AND HAVE BEEN ORIENTED TO ITS RESPONSIBILITIES INCLUDING THE AGENCY’S MISSION AND CORE VALUES. I have been advised of the agency’s adherence to non-discrimination of any type including full compliance with Titles II and III of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. I have been informed related to making requests known and for filing complaints.

I ACCEPT THESE RESPONSIBILITIES AND I AGREE TO ADHERE TO THEM.

I ALSO UNDERSTAND THAT the statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Printed Name _____

Date

Employee Signature

Oriented By

Position

Date