

The Arc of the Quad Cities Area

DATE: January 8, 2019
FROM: Maria Vasquez, Human Resource Specialist
RE: **Director of Day and Community Services**

The Arc of the Quad Cities Area has an opening for Director of Day and Community Services. This position will administer all components of day services for OC/Arc individuals, and Community Support. Ensures supervisory coverage of program and appropriate direct care staff. Responsible for processing and submission of all individual attendance records, billing records, monthly/quarterly reports, and maintaining budget for each fiscal year. Ensure program complies with licensing regulations indicated through DCFS, DHS-DD, CARF, all local, state, and federal regulations. Attend meetings as assigned and perform all other duties as assigned.

This is a 40+ hour per week position with a schedule that is primarily 1st shift, but also flexible as necessary to the needs of the position.

Please see attached job description for specifics concerning job responsibilities and qualifications. Those interested please apply online at www.arcqca.org.