

MACON RESOURCES, INC.
JOB DESCRIPTION

Manager of Day Vocational Services

JOB TITLE

<u>Full-time</u>	<u>Exempt</u>
CLASSIFICATION	CATEGORY

EMPLOYEE'S SIGNATURE

DATE SIGNED

ID #

DEPT.

GENERAL DESCRIPTION

Under administrative direction of the Chief Clinical Officer and as a member of the MRI Management Team, the Manager of Day Vocational Services directs the planning, development, implementation, operation and evaluation of the Day Vocational Services (DVS) of Macon Resources, Inc. (MRI). Monitors DVS to assure that the programs meet all applicable local, state, and federal laws; licensure/certification/accreditation standards; operate in accordance with agency policies and procedures and meet the needs and preferences of individuals served.

ESSENTIAL JOB RESPONSIBILITIES

1. Plans, develops, implements, and evaluates services including Developmental Training, Vocational Evaluation, Supported Employment, Placement, Social Recreation and Transportation. This responsibility may require the use of computers, wordprocessing software, a phone, and a vehicle.
2. Selects, trains, and develops an effective and efficient staff:
 - a. Screens job applicants, conducts interviews, checks references, and selects applicant to recommend for hire.
 - b. Verbally communicates all pertinent information regarding the Criminal Background Check process to the potential employee at the time of the initial employment offer; assists the Human Resources (HR) Department in completing the Background Check in a timely manner by scheduling orientation for the potential employee within the first week of employment; assists HR as needed with any follow-up activities.
 - c. Establishes and communicates performance standards and objectives and conducts performance appraisals annually or as necessary using the Employee Performance Evaluation form.
 - d. Promotes and monitors staff training to meet all agency requirements and certification and licensure standards.
 - e. Utilizing the Paycom Approval for Hire and/or the Personnel Action Form, recommends hirings, promotions, transfers, dismissals, and salary adjustments as a direct result of performance appraisals and/or the result of job changes.
 - f. Monitors operations and staff, and when necessary, recommends changes in methods, procedures, structure, and additions and changes in personnel to secure optimum utilization of resources.
 - g. Communicates with staff regarding current problems, changes, and new developments in the agency by conducting periodic meetings.
 - h. Administers all policies and procedures as developed by MRI; communicates to staff; interprets as necessary, and confirms compliance.

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3. Manages DVS in compliance with agency policies and procedures and standards; communicates standards regarding accreditation, licensure and certification to staff; plans and coordinates activities to achieve and maintain the accreditation, licensure and certification of DVS.
4. Confers and collaborates with the Chief Clinical Officer, and prepares and submits budgets to ensure that Day/Vocational Services are fiscally responsible; the budget plan and actual expenditures are maintained within acceptable levels; and that billing and attendance information is submitted to the business office for submission to funders.
5. Collaborates with the Chief Clinical Officer in the procurement of funds for Day Vocational Services; strengthens existing services through resource development and management to maximize program and cost effectiveness.
6. As a member of the management team, assures achievement of the agency mission by recommending agency-wide policies and procedures and administers and monitors full implementation of these policies and procedures within the scope of the job responsibilities.
7. Actively participates on the MRI Quality Assurance Committee and Program Evaluation Committee; reviews service delivery and documentation of quality indicators; completes and submits reports; and communicates verbally and/or in writing recommendations for quality improvements.
8. Ensures DVS maintains revenues and expenditures within acceptable levels by preparing check requests and/or purchase order requests for review; ensuring the preparation of billing, attendance information, client count/timesheets for timely submission.
9. Completes in conjunction with the Case Managers and/or trains employees to complete referrals and linkages to assure individuals are referred for appropriate services within the agency and for other services provided within the community as they are identified as needs in the interdisciplinary team (IDT) process.
10. In conjunction with the Chief Clinical Officer and other administrative staff, promotes the agency by conducting tours; public speaking engagements; and develops and provides public education. Represents the agency in a positive manner through written and verbal communication.
11. Ensures provision of safe transportation to individuals/families served as required; observes all local, state, and federal laws, as well as all agency policies and procedures.
12. Intervenes in crisis situations as necessary to prevent physical or emotional injury to individuals served or others.
13. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the Chief Clinical Officer within specified time frames.
14. Participates in local, state and national activities to promote and enhance Day Vocational Services and communicates issues to the Chief Clinical Officer.

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15. Monitors the DVS training areas to assure that basic housekeeping and sanitation procedures are performed on a daily basis.
16. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
17. Practices and enforces MRI Safety Policies and Procedures and assures the safety of staff, persons/families served, agency guests, and agency property.
18. Keeps Chief Clinical Officer informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the Chief Clinical Officer for direction.
19. Perform special projects or other related work within the scope of the job responsibilities of this position as required or requested.

NON-ESSENTIAL JOB RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

Lead all aspects of DVS Coordination

JOB QUALIFICATIONS

1. Bachelors degree is required and three years work experience must be with individuals with developmental disabilities and/or mental illness. Masters degree is preferred.
2. Five or more years of progressively more responsible administrative experience.
3. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public.
4. Must be able to manage a 12-month budget.
5. Must be able to adapt to frequent change and performs adequately when confronted with critical or unexpected issues; make sound clinical judgments based on sound reasoning in daily and emergency situations.
6. Must be able to write grant requests and develop resources.
7. Must be able to apply vocational principles to set up and maintain an orderly work environment; inspect finished product; record quality and quantity information; and solve practical production problems.
8. Must be able to understand job descriptions and quality control guidelines.
9. Must be able to work a flexible schedule.
10. Must be able to provide quality supervision to paraprofessional and professional staff.

11. Must be able to counsel, advise, teach, resolve conflicts, and direct staff and families.
12. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
13. Must be able to complete MRI training requirements.
14. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of Macon Resources, Inc.
15. Must be able to summarize, synthesize, and analyze data/information.
16. Must be able to perform the following:
 - a. Sit and/or stand for prolonged periods of time.
 - b. Bend, twist, stoop or kneel.
 - c. Vision correctable to 20/20 or sufficient to complete job responsibilities.
 - d. Exhibit manual dexterity.
 - e. Adequate hearing.
17. Must be able to utilize a phone, computer, wordprocessing software and E-mail and the filing system.

AUTHORITY:

CONCEPT: 3/95

EFFECTIVE DATE: 4/26/95 BOARD APPROVAL: SGJ

REVISED DATE: 11/30/15 BOARD APPROVAL: MB

*11/16