

**Link Associates
Position Opening
Day Program Administrator**

DATE: April 11th, 2024

POSITION: Day Program Administrator

POSITION SUMMARY: Responsible for the implementation and supervision of Day Habilitation programs. Ensure compliance, accreditation, auditing, and organizational standards. Oversee staff to ensure quality service delivery to persons served and stakeholders.

ESSENTIAL JOB FUNCTIONS:

- Lead area staff to manage and administer programs and services consistent with licensure and accreditation bodies, evaluate the results of overall operations regularly and systematically report results.
- Interpret policies and procedures to area personnel.
- Supervise all area staff through the delegation, coaching and monitoring of their performance.
- Maintain performance-management systems and ensure that they are effective and improvements are made as needed, including but not limited to agency program evaluation and preparation for surveys, and audits.
- Assist in the preparation of the area budgets and analyze on a monthly basis the assigned area income and expense statements, develop plan of action to assure goals and objectives are met.
- Provide supervision to all department personnel including coaching, the development and review of performance evaluation, completing the interview process and proposed salary adjustments. Compile information and consult with Department Director for preparation of disciplinary actions as needed and participate in the disciplinary actions as coordinated with the Executive Director.

QUALIFICATIONS:

- Bachelor's degree in Education, Human Services, or related field with three (3) years related successful work experience and two (2) years of supervisory experience. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Must meet agency medication manager certification.
- Possess ability to work on a daily basis utilizing standard office, shop and home equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

SALARY RANGE: Based on education and experience

DEADLINE: April 18th, 2024

Submit Internal Transfer Request, Current Resume and Cover letter to:

Robin Stewart

Human Resources

Link Associates

1452 29th Street

West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer