



TITLE: REGIONAL DIRECTOR – SNOHOMISH CO
IMMEDIATE SUPERVISOR: SENIOR DIRECTOR
PROGRAM: DISABILITY SERVICES (DS)
HOURS & WAGES: FULL TIME/EXEMPT/ DOE
DATE: June 2015

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private non-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

GENERAL FUNCTION:

- The Regional Director is responsible for supervising and supporting the Home Coordinators of their region in the day-to-day function of their positions and daily operations of the program. This position is responsible for the overall function and health of their respective region.
- The Regional Director works with DSHS and the Division of Developmental Disabilities and other organizations in support of developmentally disabled adults. S/he presents the program objectives to professionals, families/guardians, and other interested parties.
- In coordination with the Program Director and Human Resources Director, the Regional Director is responsible for the personnel functions of all Disability Services employees.

QUALIFICATIONS:

- BA in a related area plus 3-5 years management level experience working with developmentally disabled adults; may use an equivalent combination of education and experience.
- Requires a high level of professionalism with strong administrative skills.
- Computer knowledge strongly desired, specifically word-processing and spreadsheets.
- Must be organized and able to work independently as well as have experience in supervision.

PRINCIPLE ACTIVITIES:

- Responsible for the overall operations of the region
- Supervises Home Coordinators
- Coordinates and communicates with clients and guardians regarding program issues

- In coordination with Human Resources Director and Program Director, facilitates recruitment, evaluation, and discipline of Home Coordinators
- Participates on Quality Assurance Team
- Maintains performance evaluations for Home Coordinators
- Works in conjunction with the Director to assure all state required documents are dealt with in a timely fashion
- Communicates regularly with DDA, clients, parents, and guardians and provides feedback to key Disability Services personnel
- Attends annual parent meetings
- Initially meets with new client referrals and their families. Assesses the client for suitable placement and program. Arranges for tours of the program for parents and individuals.
- Becomes familiar and knowledgeable with VOA/DS policies and procedures, DDA/WAC regulations, and DSHS mandatory reporting requirements
- Works with accounting and the Program Director to develop and monitor Program Financial Status
- Develops policies
- Attends DDA provider meetings
- Attends rate setting meetings
- Completes other duties as assigned

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org

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