

Position Title:	Regional Director	Department:	Disability Services - Skagit	
Reports to:	Director of Operations	Classification	Exempt X	Non Exempt
Date:	January 2018	Supervises:	Yes X	No

GENERAL FUNCTION:

- The Regional Director is responsible for supervising and supporting the Program Managers 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 Developmental Disabilities Administration 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 Senior Director and Human Resources Director, the Regional Director is responsible for the personnel functions of all Disability Services employees in their assigned county.

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.
- Must be organized and able to work independently as well as have experience in supervision.
- Knowledgeable and skilled in all MS Office applications.
- Effective organizational and interpersonal skills including written and verbal communication skills.
- Accepts responsibility for one's own actions and follows through on commitments.
- Must have a valid driver's license and reliable transportation.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.
- Must be able to pass required background check.

PRINCIPAL ACTIVITIES:

- Responsible for the overall operations of their assigned region
- Supervises and provides leadership to Program Managers
- Coordinates and communicates with clients and guardians regarding program issues
- Participates on Quality Assurance Team
- Maintains performance evaluations for Program Managers
- Works in conjunction with the Director of Operations 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 potential new clients
- Becomes familiar and knowledgeable with VOA/DS policies and procedures, DDA/WAC regulations, and DSHS mandatory reporting requirements
- Manages usage of contracted state hours for all sites in their assigned region
- Attends DDA provider meetings and all rate setting meetings
- Maintains an audit-ready status in their assigned county in conjunction with the Quality Assurance team
- Obtains all agency trainings and able to meet the DDA qualifications for working alone with clients on site
- Assists with finding shift coverage, including working on site, depending on the needs of the program
- 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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