The Day Habilitation Director works with high functioning adult clients 18 years and older who live with chronic mental illness, engaging with clients in a group setting both in a Day Habilitation facility and in the community. This includes promoting increased community integration, assisting in the development of natural supports, strengthening coping skills and encouraging socialization to enhance clients’ quality of life. A typical work week should be maintained M-F 8:00 AM – 4:00 PM with occasional exceptions based on programming needs.

*Please note that this program does not provide physical cares to clients.

**CORE DUTIES:**

**PROGRAMMING AND DIRECT SERVICE**

- **Direct Service** - The Director is required to lead and participate in groups on a weekly basis to form a good rapport with the client base to maintain client retention. These groups include such activities as cooking, art, working out, board games and various community outings.

- **Calendar:** The Director will ensure that a monthly calendar is created and is to be finished and distributed to the agency and community by the 2nd week of each month. The Director will determine the times and activities for each group which should continually be evaluated for the need for changes based on client’s needs and wants.

- **Driving** – You will be required to drive a large van and occasionally your personal vehicle to transport clients to community integrated events.

- **Events** – The Director will be the point person for designated events throughout the year. The Director will also be expected to attend other agency events and functions throughout the year.

**SERVICE DOCUMENTATION COMPLETION**

- In compliance with Chapter 24, state, federal, agency and other required guidelines:
  - Ensuring that supervised staff submit case notes within 24 hours of services being provided and checking for quality of case notes
  - Timely completion case notes, assessments, and social histories
  - Completion of Incident Reports within required time span
  - Submission of Person Centered Plans
  - Approval of timesheets, mileage, time off requests of supervised staff
  - Maintain all External Client files
  - Other documentation as required

**SUPERVISION**

- **Staff:** This position is responsible for supervising all Day Habilitation counselors. The Director should meet for 1 hour each week with any FT staff and .5 hrs with any PT staff for direct supervision. The Director is responsible for staffing the program to meet group needs and shall hire staff as needed and approved or directed by the Executive Director.

- **Practicum Students:** The Director may also supervise practicum students involved in the Day Habilitation program and meet with respective University representatives as required.

- **Volunteers:** It is beneficial to the program to recruit/retain and appropriately supervise volunteers. It is the Director’s responsibility to ensure that all volunteers...
have signed proper documentation, have the necessary training based on their volunteer duties and are safe while volunteering.

TEAM AND AGENCY PARTICIPATION

✓ **Leadership Team**: As a program Director, the Day Habilitation Director is required to participate in the Leadership Team meetings each week. Participation should include addition of Day Habilitation information into the meeting agenda, active participation during the meeting and timely follow up on tasks assigned during the meeting.

✓ **Team Meetings and Trainings**: The Director will hold a team meeting bi-weekly that shall contain any pertinent departmental and all agency information, trainings and a review of client interactions.

INTAKES

✓ The Day Habilitation Director is to work with the Intake Coordinator to determine when a client is appropriate for intake. Once that decision is made, the Intake Coordinator will complete the initial intake paperwork. The Director will check these for quality assurance purposes.

PROFESSIONAL RESPONSIBILITIES:

✓ Communicate in a timely manner with team of care providers
✓ Assist clients in development and implementation of individual case plans, reflecting client goals and utilizing a strength-based approach
✓ Follow through with a consistent schedule and adherence to deadlines
✓ Complete all paperwork as assigned by supervisor
✓ Meet with supervisor weekly
✓ Establish and maintain a consistent schedule with clients and negotiate needed adjustments
✓ Treat all clients and colleagues with dignity and respect
✓ Prompt, professional, and responsive communication with clients, fellow staff, supervisor, collateral agencies – in-person, telephonic, electronic, written, etc.
✓ Follow all agency policies and procedures
✓ Maintain a current schedule on Outlook reflecting all appointments and hours worked Calendars must be updated for upcoming week each Friday by 5:00 pm.
✓ Dress, personal appearance, and manner of behavior must reflect a professional image
✓ Maintain confidentiality and HIPAA guidelines
✓ Other duties as required and/or assigned

**DIRECT SUPERVISOR**: Executive Director

**QUALIFICATIONS:**

REQUIRED

- Minimum of a two-year degree or equivalent, with previous Human Service experience
- Pass multiple background checks, including but not limited to dependent adult/child abuse and criminal background check and driving records check.
- Maintain valid driver's license and reliable, privately insured car, as well as insurability with agency insurance requirements

PREFERRED

- Bachelor's degree in the Human Service field preferred
- Master's degree in Social Work, Counseling, Psychology, Sociology strongly preferred
- 1+ year Human Service experience strongly preferred
- 1+ year of supervisory experience
- 6 months with experience working in a group setting
Key Skills: Open minded, Flexible, Organized, Creative, Adaptable, Technology and Social Media Savvy, Well-connected in the community, Solid understanding of mental health, Well versed in area resources (both social service related and recreationally related), Proactive regarding client needs and symptoms, Strong Leadership Skills, Crisis intervention skills, Positive attitude with co-workers and clients.

Salary and Benefits:
  • $28,000 initial salary. Upon successful completion of probationary period salary will increase to $30,000 and benefits package instated.

Successful Living asks that interested candidates submit their resume and personal and professional references to Human Resources Director Deb Watson by May 31, 2018 at dwatson@icsuccess.org