**THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE**

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| **Job Title: VP of Community Day Program** | **Job Code: VPD09242018** |
| **Department: Day Services** | **FLSA Status: Exempt** |
| **Reports to: Chris Stewart, CEO** | |
| **Work Schedule: Fulltime Day Mon-Fri- 8am-4:30pm, OT as Needed; Must be Flexible** | |

The VP of Community Day Program will assist in supervising all phases of the Day Service Programs, oversee implementation of clinical procedures, and management of all Arc programs and applicable standards and have working knowledge of the Home and Community Based Settings Rule.

**Qualifications:**

Four-year degree from an accredited college in a Human Services related field or experience in the ID/DD. Master’s Degree preferred.

**Job Duties: *Essential Roles and Responsibilities Include:***

The VP of Community Day Program will assist in supervising all phases of Arc Day Programs, including supervising staff and overseeing implementation of clinical procedures, and management of all Arc programs and applicable Standards are being followed.

The VP of Community Day Program will be responsible for Licensure of Arc Day Programs, monitor clinical records of Arc Programs, insuring that policies regarding records are followed and work closely with Support Staff to ensure that clinical needs of programs are being met.

The VP of Community Day Program will assist with budget expenditures for programs, reviewing and approving supply requisitions as needed. Will attend all meetings of the Executive Committee and the Board of Directors. The VP of Community Day Program will insure that Safety Standards are met for all persons in the Arc Program facilities.

**Planning and Systems Advocacy**

The VP of Community Day Program will assist the CEO in new program start up and maintain the agency's mission, goals, priorities and objectives; and in developing plans for further expansion or modification of programs, services, and activities of the agency.

**Public Relations**

The VP of Community Day Program will assist in creating a climate of public awareness and understanding of the nature and problems of citizens with intellectual disabilities , through various means including presentations to various organizations and groups , the press, radio, and television, assist in preparations and distributions of various pamphlets , brochures and reports, including the agency annual report and the planning and conducting of meetings, institutes, workshops and conventions .

The VP will also participate in community, state and national planning for individuals with intellectual disabilities through active membership in professional organizations, interdepartmental, or inter-agency committees and other duties as assigned.

**Physical Requirements:**

Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or

constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only

occasionally, and all other sedentary criteria are met.

Email resume or application to: Laterri.williams@arcofcentralalabama.org

**EOE/M/F/Vet/Disabled**