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

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| **Job Title: VP of Community Residential** | **Job Code: VPR09242018** |
| **Department: Residential** | **FLSA Status: Exempt** |
| **Reports to: Mike Mitchell, COO** | |
| **Work Schedule: Fulltime Day Mon-Fri- 8am-4:30pm, OT as Needed; Must be Flexible** | |

The Vice President of Community Residential Services is responsible for supervising all phases of the Residential Group Home Programs, including supervising staff, insuring the training of staff, and insuring that training of individuals served is taking place in the homes per the ISP. Must have knowledge of the Home and Community Based Settings Rule.

**Prerequisite:**

Must have prior Senior Management Experience

**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 Vice President will assist in supervising all phases of Community Residential Services, including supervision of staff and overseeing the management of the program. This includes implementation of clinical procedures, insuring training is carried out, all necessary admission, discharge, and related paperwork is completed, and all applicable standards are being followed.

II. The Vice President will oversee placement in and management of the individual group homes by the Group Home Director. This includes supervising and assisting them as needed to carry out the day-to-day activities of the home.

III. The Vice President will be responsible for supervising the Director’s to ensure that accurate leave records are kept, proper disciplinary documentation is completed as necessary, completing or overseeing annual job evaluations, and insuring that The Arc policies and procedures are carried out correctly.

IV. The Vice President will oversee budget and expenditures for group home programs, reviewing and approving supply requisitions. This will also include overseeing consumer account expenditures.

V. The Vice President will work closely with Support Staff (e.g. Social worker, Psychologist, pharmacy, psychiatrist) to ensure that clinical needs of consumers are being met.

VI. The Vice President will attend meetings of the Board of Directors of the Arc of Central Alabama and attend the Executive Committee Meeting.

VII. The Vice President will serve as liaison with consumer families, Region II East and other agencies, individuals, and groups as necessary.

VIII. The Vice President will be responsible for overall safety of persons in the residential program.

IX. The Vice President will be responsible for overseeing/controlling residential consumer’s records and implementing policies pertaining to records.

X. The Vice President will perform other related duties as assigned by the Executive Vice President.

**Public Relations**

The Vice President 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 including the media.

The Vice President 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.

**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**