

JOB DESCRIPTION

- JOB TITLE:** Director of ICF Services
- DATE PREPARED:** March 1, 2022
- PROGRAM AREA:** ICF Services
- EDUCATION:** Bachelor Degree required from an accredited College or University in the field of Social Services or a related field, Master Degree preferred
- EXPERIENCE SKILLS:** Person-centered experience in developing programs and demonstrating compliance with State policies is required. Five years of leadership experience required. Professional experience in the field of intellectual and developmental disabilities required. Previous leadership experience with ICF Services preferred. Must be able to set and accomplish goals, provide staff training and mentoring, and effectively and professionally communicate with a wide array of stakeholders. Fluent computer skills required. Must possess initiative and be able to work on projects independently and effectively lead and motivate a large team. Must possess an understanding of the importance of people with disabilities being active participants in their community.
- PHYSICAL REQUIREMENTS:** Good overall physical health and personal stamina. Physical examination including TB skin test or chest x-ray is required prior to employment. Health and stamina must be adequate for the efficient accomplishment of duties and responsibilities. Driving is required.
- SUPERVISORY REQUIREMENTS:** Reports to the Chief Residential Officer (CRO). Will supervise Assistant Directors and other management team members. Responsible for management oversight of ICF nurses, therapists, QIDPs and program coordinators in the operations of residential and day services.
- JOB SUMMARY:** This is a full-time position responsible for the management and on-going development and operation of Orange Grove's ICF Services. This person will:
- Establish & maintain valuable partnerships with the people and families served, State employees, and the Orange Grove Board members and staff members
 - Uphold the philosophical and regulatory guidance provided by Orange Grove, DIDD, CMS and the Department of Health as they ensure the provision of active treatment that is meaningful to the 80 individuals receiving ICF Services
 - Maintain a flexible work schedule to attend trainings and meetings, to facilitate services 24/7, and to ensure the successful delivery of services
 - Work with Human Resources and CRO to develop department protocols and procedures
 - Participate and coordinate the ICF Governance Body to ensure quality reviews, training and implementation of processes that result in ongoing improvements of quality services
 - Work with State surveyors to ensure compliance of ICF Services and to complete and implement any necessary plans of corrections
 - Facilitate and attend ongoing meetings with management team, to include meetings with QIDPs, Coordinators, Assistant Directors and House Managers.
 - Visit with the staff and residents in each home at least quarterly
 - Be consistently present by attending ISP meetings, house meetings, home visits, PNM meetings, and medical appointments routinely to demonstrate active involvement and engagement with daily processes
 - Assist with and monitor the development and implementation of Individual Service Plans, Therapy Plans

and Behavioral Support Plans

- Work with the Director of Compliance & Training and ensure all allegations are properly reported, investigated and followed for amelioration
- Ensure the ongoing monitoring of needed personnel ratios, work schedules and actual worked time of departmental staff
- Ensure systems are in place to monitor the timely completion of paperwork, training, internal audits, and required assessments
- Consistently motivate, evaluate, mentor, train and discipline staff as needed to ensure ongoing quality
- Consistently work with families and people supported to advocate for their needs and best possible quality of life
- Work with CRO and CFO to ensure ICF Services maintains compliance with agency budgetary guidelines
- Work with sister agencies for the betterment of quality improvements
- Seek ongoing educational and training opportunities for the betterment of quality improvements
- Serve as an agency administrator by participating in Director's meetings, Event Management meetings, giving and receiving agency relevant feedback and demonstrating agency leadership
- Be flexible to accomplish the needs of the department and the agency
- Demonstrate positive leadership abilities in all situations and uphold and promote the mission, policies and procedures of Orange Grove.

By signature, I acknowledge the review and understanding of the work to be performed within the organization as outlined in this job description.

Signature _____

Date _____