



Position Description

Position Title: Program Director

FLSA Status: Full Time/Exempt (Start part time)

Revised and Approved: 7/1/25

Reports to: CEO

Schedule: As assigned

Staff Supervised: DSPs

Job Summary

Seeking a growth-oriented and driven Program Manager/Business Manager to join our non-medical home care team. This role is critical for driving business growth, expanding our market presence ensuring high-quality care in compliance with DODD standards. This position description outlines the typical duties and expectations of a Program Director. This position reports to the CEO. \$45,000 - \$55,000, Fringe benefits, PTO, 401K, Health Insurance after 6 months.

Qualifications and Education

- Must have HS diploma or GED equivalent.
- Must be 18 years old.
- Must have 2 years of supervisory experience and a bachelor's degree in social work, Nursing, Psychology or related field or equivalent experience.
- Existing relationship with local county developmental disability agencies along with familiarity of Medicaid and DODD rules, policies and procedures.
- Must be dependable with suitable time management skills and be able to work schedule hours as assigned.
- Must possess a professional demeanor and exhibit strong leadership and motivation skills.
- Must be well spoken and able to market the agency to new people.
- Must be able to work independently with little or no direct supervision.
- Must be proficient with Microsoft Word, Excel, and other relevant software tools to create documents, reports, and training materials.

Other Requirements

- Satisfactory results of Criminal Background Check including BCI/FBI, Automated Registry Checks (ARCS) and any other background check required by rule.
- Proof of a current and valid driver's license for state of residence; must be maintained throughout employment (no more than 4 points on driver's license)
- Proof of current vehicle liability insurance in at least the minimum required amount for state of residence; must be maintained throughout employment.
- Completion of all other required documentation as requested.
- Ability to interact verbally with individuals, their families, and community officials to coordinate program services.
- Performs role in an ethical and courteous manner at all times.
- Availability and flexibility to work occasional night/weekends.
- Initial and annual training as required by DODD.

Typical Duties

The following list describes the typical duties of this position but is not intended to be an all-inclusive list. Employees will be asked to perform duties outside of this list based upon the needs of the agency and the people we serve.

- Must complete weekly monitoring of sites to ensure ISP, Behavioral Guidelines and plans are being implemented as written and in accordance with compliance. This includes documentation review of all required areas of documentation. (i.e., Goal, time in/out, Medication Logs, etc.)
- Responsible for following up on all outcomes/actions steps for people served in Residential to ensure effectiveness.
- Required to attend ISP and Behavioral meetings and advocate for individuals with disabilities.
- Work with HR Personnel to ensure that direct care staff have completed CPR, First Aid and Delegated Nursing training and ensure that all required certifications remain current for each employee Must review documentation (HPC, MAR, Dietary and Behavioral) for accuracy and ensure an adequate supply of formal documentation is available at all times to record information as required. Work cooperatively with compliance and HR staff to maintain compliance.
- Must communicate with Guardians on a weekly basis to ensure customer satisfaction.
- Required to monitor overtime usage.
- Required to attend meetings as needed in the absence of the DOO.
- Assist with interviews of potential Direct Care Staff as requested.
- Required to assist with direct care and transporting clients to O.D.J.F.S, redeterminations and medical appointments as needed. Maintain Medicaid eligibility for people served.
- Must submit monthly mileage documentation for staff use of company transportation vans to the director or designated representative.
- Must follow up with all Incident report, make calls to Guardians, service coordinators and MUI dept if need be on a timely manner, all documentation should be forwarded/faxed on time as required by the County/state. Responsible for MUI/UI logs and completion in accordance with MUI rule.

Employee Behavior

- Employees of *Brighter Paths, LLC* are expected to perform their roles with the highest degree of ethical behavior, in a kind of caring manner, and to immediately report any instance of fraud, abuse or misappropriation to their supervisor or other company official.
- Disrespectful behavior is not tolerated, and any behavior that constitutes bullying or harassment to others will be grounds for immediate discharge.

Worker Injury

- Employees of *Brighter Paths, LLC* who have injuries of any kind while working are required to report such injury immediately to their supervisor, and to complete documentation of such injury within 24 hours on agency forms.

HIPAA and Confidentiality

- Employees of *Brighter Paths, LLC* are expected to protect the confidentiality of the information of the business and of those we serve.

Policy and Procedures

- Employees of *Brighter Paths, LLC* are expected to be familiar with the agency's policies and written procedures and to abide by them at all times.

By signing below, you acknowledge you have read and understand this position description, and you have been given an opportunity to ask questions regarding the position.

Staff signature: _____ Date: _____

Agency Signature: _____ Date: _____