



JOB TITLE: SPARC Director
JOB STATUS: Exempt
REPORTS TO: Director of Programs
SUPERVISES: Yes

GENERAL SUMMARY

Under the direction of the Director of Programs, the SPARC Director is responsible for supporting the mission of The Arc of Lehigh and Northampton Counties by developing and managing all aspects of the SPARC Adult Training Facility. The SPARC Director is responsible for driving the success through implementation of growth plans for the program through enhanced programming, expansion, partnerships, and community involvement.

EDUCATION AND EXPERIENCE

1. A Bachelor's Degree REQUIRED from an accredited College or University and 4 years of work experience in administration or the human services field.
2. A Master's Degree or above from an accredited College or University and 2 years of work experience in administration or the human services field.
3. Ability to leverage contacts in the Lehigh Valley community to be an advocate for people with disabilities. Engage the community in our vision.
4. Demonstrated ability to drive program expansion and program recognition throughout the community.
5. Clear criminal background check, FBI (if residing in PA less than 2 years), medical screening, and valid driver's license.
6. Effective communication skills and able to present to small and large groups.
7. Ability to coordinate and direct the work of others.
8. Problem solve with the ability to proactively address issues preventing escalation.
9. Hires and develops a high-caliber staff capable of providing high quality services, accountable to job responsibilities and motivated to develop staff.
10. Ability to handle multiple projects and details. Work well under pressure and the flexibility to respond to changing priorities, unplanned events or emergencies.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

POSITION RESPONSIBILITIES:

1. Ensures a safe, engaging, stimulating and socializing environment for program participants through various activities.
 - a. Provide meaningful and developmentally appropriate programs and activities for participants including community participation to expand cultural and social experiences.
 - b. Encourages and supports community exploration and possible employment for participants.
 - c. Ensures participants are supported by staff and actively engaged in activities.

2. Ensures life skills and personal support activities are provided based on individual needs, respect for dignity of participants, choice and enhance the quality of life for those individuals served. Provide personal care as needed.
3. Ensures that program records are complete, accurate and in compliance with standards set by ODP, Chapter 2380, CMS Community Rule and Chapter 51 Regulations.
4. Assures that all ODP licensing regulations, provider monitoring and provider qualification requirements are met.
 - a. Prior to licensing, the SPARC Director will review all participant records. The Director will in conjunction with the Director of Human Resources and Director of Quality Improvement/Compliance to ensure that all staff files comply.
5. Suggests updates to program policies as necessary to meet requirements of ODP and trains Program Specialist on any implemented changes to policy.
6. Oversees admissions and discharges of individuals.
7. Ensures that fire and safety procedures are followed and assists individuals as necessary. Aids in emergency situations, including first aid and CPR procedures to the extent of ability and training.
8. Coordinate training and development for program participants. Maintain appropriate program activities and classroom curriculum.
9. Ensure the implementation of Individual Support Plans and program activities.
10. Maintain participant/staff ratio and provide direct care as necessary.
11. Provide medicine administration training to staff and monitor medication dispersal.
12. Completes incident reports when necessary. Fully cooperates with any investigations and implements findings.
13. Ensure the SPARC program is well maintained. Report broken equipment, repairs needed to the facility and unsafe conditions to the Director of Programs.
14. Addresses family/provider complaints or issues.
15. Ensure that the successful transportation of clients to and from the facility has been accomplished. Take corrective action if it has not, including staying with the individuals until transportation has been accomplished.
16. Act as liaison between community organizations and The Arc to develop relationships that will support the individuals we serve in the community.
17. Responsible for community public relations for the program and the agency when requested.
18. Establish and carry out annual program objectives and keep abreast of current trends in services and best practice initiatives.
19. Responsible for developing and implementing the Community Participation Support service as specified in the ISP and for each participant.

STAFF MANAGEMENT:

1. Contributes towards creating a climate that attracts, retains, and motivates high performance in staff. Supervises program staff and program specialists.
2. Participates in staff meetings, professional conferences; maintains accurate records and competes written reports as necessary.
3. Implements the agency performance management program, completes performance evaluations and provides staff with ongoing performance feedback. Oversee all personnel issues in the program. Conducts and approves 90-day evaluations.
4. Oversee hiring, training, supervision, evaluation, and scheduling of direct care staff. Monitor required annual training hours.
5. Conduct SPARC staff meetings to ensure priorities are clear, coordination is good, and communication remains open.

6. Recruits, selects and trains direct support staff. Responsible for orienting new staff to the structure, processes and procedures in the program.
7. Approves all time cards for payroll.
8. Attend and conduct weekly staff meeting and attend quarterly administrative meetings.
9. Support the development of staff in their inhouse activities and community outings.

OTHER:

1. Participates in trainings and internal and external Committees as related to job responsibilities.
2. Create monthly SPARC board reports.
3. Maintain petty cash and record expenditures.
4. Keep abreast of current developments in the field of intellectual and developmental disabilities programming.
5. Approves all expenses prior to purchase of materials, equipment or supplies.
6. Complete and report on annual SPARC survey.
7. Will maintain direct communication with the Director of Programs concerning program development and progress.
8. Assist with the development of the annual budget for the SPARC Program
 - a. Identify days closed for holiday/In-service Days/Etc.
 - b. Estimate finances allocated for Program materials/staff increases/technology/Etc.
9. Works collaboratively with peer Directors and Senior Leadership Team on various Arc related activities.
10. Perform other duties as assigned.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

1. Leadership Skills: Demonstrates ethics and integrity; Displays drive and purpose; Exhibits leadership stature; Increases capacity to learn; Manages self; Increases self-awareness; develops adaptability; Communicates effectively; Develops others; Values diversity and differences; Builds and maintains relationships; Manages effective teams and work groups.
2. Verbal and Written Communication: Speaks and writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numeric data effectively; Able to read and interpret written information.
3. Team Player: Acts as a member of a team by supporting everyone's efforts to succeed; Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' views; Gives and welcomes feedback.
4. Quality: Demonstrates accuracy, thoroughness and attention to detail; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
5. Independence: Capably works independently under the direction of the Director of Programs; Prioritizes and plans work activities; Uses time effectively; Takes responsibility for own actions; Completes work on time or notifies Director of Programs with alternative plan.
6. Interpersonal Skills: Capable of comfortably interacting with diverse populations with appropriate sensitivity; Remains open to others' ideas; Maintains confidentiality.

COMPUTER SKILLS:

Knowledgeable in using MS Office and related program specific software.

Requirements for Continued Employment:

- 1) Successful completion of the 90-day evaluation period (for new employees and current employees in a new position).
- 2) Successful completion of job responsibilities.
- 3) Physical completed every two years (Mantoux – 2 years, Tetanus – 10 years)
- 4) Documentation that employee is free of communicable disease every two years.
- 5) Documentation that employee has the necessary security clearances.

PHYSICAL DEMANDS:

Individual must be able to meet established physical requirements of job (i.e., providing ambulatory assistance, lifting various weights and performing any necessary CPR/First Aid, etc.

Is there any reason why you would not be able to perform the responsibilities of the position?

Yes _____ No _____

If yes, reason _____

I have read the job description and agree to its provisions.

Employee Signature

Date