**Residential Program Director**

**Position:** Residential Program Director for ID/DDD programs

Keystone Community Living is hiring and offers an excellent benefit package to eligible employees including:

* Generous paid time off every year that includes: holidays, personal days, vacation time and sick time.
* 401k with employer match
* Comprehensive health care coverage with low cost employee premiums, co-pays and deductibles
* Eligibility for supplemental insurance plans including Short Term Disability
* Most importantly – a job with a good purpose!

**Schedule:** Full time shift/hours to include: (mornings, afternoons, evenings, some nights and weekends during emergencies), on-call responsibilities.

**Salary and Grade:** This is an exempt position with salary commensurate to experience and other skills.

**Responsibilities**

This is a supervisory position (exempt) with 24 hour-a-day responsibilities for overseeing and coordinating staffing and a wide array of other supports for persons with developmental disabilities residing in community residential programs. This position requires flexible scheduling to include some evenings, nights and weekends as needed to provide appropriate oversight of the homes and to assure that emergency response is available to meet health and safety needs of the individuals. Main work would be in the programs and not in the office.

**Qualifications**

**Education and Professional Experience Requirements:**

1. Minimum requirement of a Bachelor’s Degree in a field related to the needs of the job.
2. Must have a minimum of 2 years relevant experience in the field. Experience should include supports to people with a wide range of Developmental Disabilities, including individuals with dual diagnoses and self-injurious behavior.
3. Must possess a working knowledge of federal, state and county guidelines/regulations pertaining to the provision of service(s) for adults with developmental disabilities.
4. Ability to track large amounts of information, including but not limited to: medical appointments, financial information, staff schedules, program information, petty cash, fire drills and quality surveys.
5. Ability to work with management, staff, families and funding sources in a respectful and courteous manner.
6. Ability to provide leadership direction and supervision to assigned personnel and to the program which result in the positive organizational climate essential to high-quality home management and service provision.
7. Ability to effectively communicate with staff, persons we provide services to, case managers and other service providers.
8. Ability to manage monies and costs effectively. Ability to anticipate problems and to initiate problem solving.
9. Experience in a related field and demonstrated ability to assume supervisory responsibilities will be considered.
10. Must have a valid driver's license and good driving record.

**Contact:** If you are interested in applying for this position please submit your resume and cover letter to:

Kyle Thompson: kthompson@keystonecomliving.com

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All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or protected veteran status.