

**Kent-Sussex Industries, Inc.**  
**Job Description**

**Program Director**

***Job Summary:***

This position reports directly to the Director of Quality Assurance and works in close partnership with KSI Operations Management team. This position is responsible for wide range of activities including day to day site management in a day habilitation setting(s), interacting with participants, families, and providers. This role involves administrative tasks, program planning and assists in oversight of care services.

This position is a full-time position, Monday – Friday 8:00 a.m. – 4:00 p.m. Pay Grade 8 with a starting annual salary of \$61,500.00. KSI offers Health/Dental Insurance, 401 K, company paid Accidental Life & Disability and other company discounts along with Vacation and Holiday pay.

***Essential Functions:***

1. Assists in management of the daily operations of KSI programs, providing oversight of service delivery;
2. Monitors/implements programs that meet compliance with regulations and standards of home and community-based settings;
3. Assists in monitoring program effectiveness and quality of care, identifying areas for improvement and implements necessary changes as needed;
4. Acts as a liaison for participants and their families, providers, and other stakeholders;
5. Provides direct staff supervision;
6. Collaborates with state and partnering agencies to promote and meet participant needs;
7. Monitors/facilitates community trips, volunteer opportunities, and staff assignments;
8. Assists/coordinates orientation and ongoing trainings/in-services for all staff, providing ongoing supervision and support to ensure quality care;
9. Attends meetings and serves on committees;
10. Assists in maintaining a safe, clean, and comfortable environment for participants;
11. Assists in management of accurate records, databases, and e-file and hard filing systems;
12. Maintains confidentiality and adhere to HIPAA;
13. May be required to work hours outside of normal KSI operating hours.

**Other Requirements**

1. Adheres to all KSI policies and procedures.
2. Follows all safety procedures and works in a safe manner.
3. Maintains specific training and/or certification applicable to position as required; Responsible for completing on-line training on-time. Initial training may include but is not limited to; New Employee Orientation, CPR/AED, First Aid, LLAM Training, approved DDDS behavior intervention training(s), and all other training(s) and certification(s) as needed.
4. Conducts themselves in a positive and professional manner.
5. Completes other duties as assigned.

***Skills and Abilities:***

Must possess excellent written and oral communication skills; Ability to work independently and within a team; Strong organizational skills with attention to detail; Must have efficient interpersonal skills; Critical thinking, problem-solving skills, and multi-tasking capabilities.

***Qualifications:***

A bachelor's degree in social sciences or behavioral health is preferred. At least three years of supervisory experience preferred. At least two years of working with adults with disabilities and/or equivalent combination of education and training. Must possess strong leadership, communication, and organizational skills and must be

proficient in Microsoft Outlook, Microsoft Word, Excel, Power Point, SharePoint, and other working knowledge of office equipment. Must be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing. Must have a valid Delaware driver's license with no more than two moving violations at time of hire.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment  
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity**