

AVEYRON HOMES, INC.  
**PROGRAM DIRECTOR**  
JOB DESCRIPTION

**PURPOSE:** To provide leadership in the development of high-quality individual program plans to residents and clients of Aveyron Homes, Inc. To develop and/or assure systems which support and maximize clients' abilities and independence, to maintain appropriate numbers of well-trained staff to carry out the plans, and to empower the client choice in all relevant areas. The Program Director is responsible for the quality of each of the following areas but may delegate specific tasks within each responsibility as appropriate. The PD will serve as the Designated Coordinator for the organization, per licensing requirements.

**RESPONSIBLE TO:** Executive Director

**HOURS WORKED:** May be full or part time. Scheduled hours will be shared with the individual employee, and typically include a two-week, rotating pattern. Aveyron reserves the right to adjust hours as needed for the success of the organization and/or safety of the clients.

**APPLICANT INFORMATION:** This information has been adapted from guidelines established by the U.S. Department of Labor and can be used to increase the safety and productivity of the workplace by helping more accurately match employee ability with the demands of the job.

Employee and Employer must follow all the laws, rules, policies, and procedures in regard to the Departments of Human Services/Health, OSHA, EEOC and all other Federal, State, and local governments.

Aveyron reserves the right to change the job description/duties at any time, as necessary for the successful operation of the organization.

Employee agrees to use their personal cell phone and/or computer for company interactions when needed, without reimbursement.

**FUNCTIONS REQUIRED/QUALIFICATION STANDARDS**

- Meet the qualifications listed on the Program Coordinator (PC) job description as well as the DSP job description, as you may complete such duties periodically.
- Meet the qualifications of a Designated Coordinator/Designated Manager.
- Must be at least 21 years of age or older, to permit working with adults and minors.
- Complete Aveyron's medication administration and first aid training.
- Basic computer skills – efficient in use Microsoft programs.

**I have read the PD Job Description, and am aware of, meet and understand the responsibilities.**

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**RESPONSIBILITY: To coordinate overall program plans for all individuals living at or receiving services from Aveyron Homes, Inc. Performance will meet standards when the following are accomplished:**

- A. Each individual living in or receiving care from Aveyron Homes receives appropriate services through the design and implementation of programs to meet their specific needs as indicated by the CSP, Person Centered Philosophy or Plan of Care.
- B. All written programs are detailed in methodology so that continuity of the programming occurs among the variety of resident counselors who implement the programs.
- C. Each objective is both measurable and observable.
- D. All written programs have target and implementation dates, responsible person, objective statements, detailed methodologies, and are coordinated with each individual's annual goals as determined by the CSP or Plan of Care.
- E. Write informal programs/procedures for all residents at Aveyron as needed.
- F. The legal rights of each client are reviewed and monitored to assure compliance with all applicable laws. All required consents and authorizations are signed and monitored for current status.
- G. Legal representatives are kept informed and involved. Invitations are sent to IDT in advance of meetings and summaries, or program changes are sent to all relevant IDT members within 10 days following a meeting.
- H. ISSAs, IAPPs, SP addendums and assessments are completed as identified in the CSP and reviewed by the IDT at the annual team meeting.
- I. Refer to Release of Information approvals before sharing protected, confidential information.

**RESPONSIBILITY: To assure that Aveyron Homes continues to provide quality service for all clients and this service is documented appropriately. Performance will meet standards when the following are met:**

- A. Data collection methods are specific enough and coordinate with the individuals' person-centered objectives to assure meaningful data.
- B. Records are reviewed periodically to assure that documentation of clients' programs is occurring as designed and as needed to assure quality of each program plan.
- C. Recommendations are made, following each review, for each program objective (i.e. continue as written; revise; or discontinue).

**RESPONSIBILITY: To coordinate and facilitate special meetings as required. Performance will meet standards when the following have been accomplished:**

- A. Special meetings of the IDT are called whenever the needs of the client dictate special action/decisions be made.
- B. Team members and Executive Director are notified in a timely manner of the meetings and the reason for each.
- C. The home is appropriately represented at day program meetings and other special team events. May coordinate/attend these meetings as needed.
- D. Accurate minutes of the team meeting are taken and mailed out to IDT members after the team meeting and the original is retained in each individual's file at Aveyron.
- E. Admission and Discharge meetings are coordinated, assuring that all required information or documentation is addressed appropriately.
- F. Serves as a member of Internal Admission Team.

**RESPONSIBILITY: Assure quality and appropriateness of all individual program plans. Performance will be up to standard when:**

- A. Quality Assurance visits will occur semi-annually. Assure all follow-up is completed of any issues noted.
- B. Individual resident rights are observed, and clients are treated in a respectful manner at all times.
- C. Each individual receiving services from Aveyron Homes, Inc. receives active treatment through the design and implementation of programs to meet specific individual needs as indicated by assessment and agreed upon by IDT.

**RESPONSIBILITY: To review, oversee and assure all documentation is occurring with regard to programming. Performance will be up to standard when:**

- A. EUMR (Emergency use of Manual Restraints)–Behavioral Intervention Forms are completed as necessary. Follow-up is completed, including notifying team members within 24 hours and mailing reports to team members.
- B. General Event reports are reviewed routinely, and recommendations are made for the prevention of similar events. Retraining for staff is accomplished if needed.
- C. Team members are notified within 24 hours of all events requiring the completion of a General Event Report and are mailed to team members in a timely manner.
- D. Assure that First Report of Injury forms are completed in appropriate timelines and given to Human Resource Manager.
- E. Monitor to assure Fire Drills and Severe Weather Drills are being conducted properly and according to the schedule. Follow up with PC should Fire and Severe Weather drills be missed.

**RESPONSIBILITY: To oversee training of all Direct Support Professionals at Aveyron Homes, Inc. as to the proper implementation of resident programs. Performance will be up to standard when:**

- A. All staff have received training as to the proper implementation of each person's programs. This may be in the form of on-site modeling, via communication book, demonstration, or formal training.
- B. Behavior Management Programs are thoroughly covered with each staff in detail as to the proper and least restrictive intervention necessary for each resident.
- C. Staff receive specific training as to the proper documentation necessary for all programs.
- D. Any staff having difficulty with proper implementation and/or documentation has received one-to-one guidance and training to assure continuity of programming.
- E. Documentation error reports from each home are reviewed and staff who are having difficulty in this area are retrained or receive disciplinary action, if needed, should a pattern or excessive errors be found.
- F. Review Therap documentation and include own entries as appropriate.
- G. Training Logs are maintained. Assure employees complete the required yearly training.
- H. In accordance with Aveyron's Rules and Regulations, create and update all training required by DHS and Aveyron Homes.
- I. Complete and send out payroll status change forms to employees who have not completed required training by due dates and notify their PC, AM, and ED.
- J. Fills in when there is a PC opening.

**RESPONSIBILITY: To represent Aveyron Homes, Inc. in community and with other service agencies. Performance will be up to standard when:**

- A. Open communication is maintained with members of IDT.
- B. Communication is facilitated with family members.
- C. Work is done with psychologists, psychiatrists, speech therapists, OT, PT, etc. personnel to provide quality services for Aveyron Homes, Inc. clients.
- D. Represents Aveyron Homes professionally in all interactions, following our Mission and Values statement.

**RESPONSIBILITY: To meet all licensing requirements of Aveyron Homes, Inc. Performance will be up to standard when:**

- A. Complete Licensing applications for all homes, compile necessary forms and information requested by the licensors.
- B. Accompany Executive Director to tour prospective sites for purchase, as requested.
- C. Assist with group home licensing and start up as new locations are developed.
- D. Acquire new licensing forms from the licensor or DHS website.
- E. Assist with training new PCs with home information, licensing requirements, safety, and emergency information as needed.
- F. All homes are citation free or have only minor, non-program related citations.
- G. Response to citations/recommendations from licensing agencies is completed and submitted to Executive Director for review.
- H. Assist PC's and complete any correction orders received by licensor by required dates.
- I. Requests for CSP and/or Plan of Care's are forwarded to Case Managers.
- J. Staff receive training in mandated areas in an amount equal to or exceeding licensing requirements.
- K. Makes Vulnerable Adult Reports as required of mandated reporters, within established timeline, including internal investigations of all VA Reports.

**RESPONSIBILITY: To serve as the Designated Coordinator per licensing standards for the organization. The coordinator will provide supervision, support and evaluation of activities. Performance will be up to standard when:**

- A. The license holder's responsibilities as designated in the CSP/or Plan of Care are met.
- B. Staff are assisted and instructed to implement the CSP and/or Plan of Care areas.
- C. The effectiveness of service delivery, methodologies and progress on consumer outcomes based on the condition set for objective change are evaluated.
- D. General Event and emergency reports are reviewed, event patterns are identified, and Performance Improvement Reviews are implemented as necessary to reduce occurrences.
- E. Provides adequate supervision of direct care staff to ensure implementation of the CSP and/or Plan of Care.

**RESPONSIBILITY: To work closely with the Executive Director in overseeing and managing the overall functioning and day-to-day activities of the Homes. Performance will be up to standard when:**

- A. Problems or crisis situations with staff are resolved; giving suggestions, direction, and/or advice to de-escalate situations, and to help staff with problem solving.
- B. Staff are trained in methods to be used when behavior problems occur, assuring that these methods are utilized effectively.
- C. Effective communication with family members of individuals living at and serviced by Aveyron Homes, Inc. is maintained and assured.
- D. Community groups that wish to provide an activity in the community or in the facility are assisted to do so as appropriate.
- E. New approaches to aid staff/shifts to run more smoothly are designed as needed.
- F. Staff are encouraged to develop new skills and explore areas of interest with the support of the Program Director.
- G. Serve as a backup for Fingerprinting.
- H. Potential for In-Home Services supervision
- I. Complete EVV Billing, as needed.
- J. Timecards are approved on Paylocity each payroll Monday.
- K. Assist with Rate Exception Requests, per Executive Director Request.

**RESPONSIBILITY: To make recommendations for Performance Improvement Reviews to the Executive Director.**

- A. Propose Performance Improvement Reviews and any follow-up as needed.
- B. Provide initial and ongoing training to PCs and on-the-job duties.
- C. Meet with staff, as needed, to review job expectations and Performance Improvement Reviews.

**RESPONSIBILITY: IF/WHEN APPOINTED, has the authority to assume responsibility for Aveyron Homes' operation in the absence of the Executive Director.**

- A. Based on longevity, will serve as acting Executive Director with the authority to make corporate wide decisions, within guidelines established by the (permanent) Executive Director.
- B. In the absence of the Executive Director, will contact the Board of Directors officers, as needed, for major problems or decisions prior to implementing.
- C. Will perform other duties as assigned by the Executive Director and/or Board of Directors.

**RESPONSIBILITY: To develop and/or maintain an employment system which assures all necessary information is received by the appropriate agency in a timely manner. Performance will be up to standard when:**

- A. Assure area County Human Service Directors are notified monthly of Residential Openings.

\*Other duties as requested, may be temporary in nature.