**COF TRAINING SERVICES, INC.**

**Area Director**

**Reports To:** Director of Operations

**FLSA Status:** Exempt

**Summary:** Supports the Mission, Philosophies and Goals for the Agency. Oversee supports provided to Individuals with developmental disabilities by complying with state and federal standards, supervising subordinates and by adhering to company standards established for occupancy, compliance, and efficiency. Adhere to the mission of the operation locations by developing, coordinating, and implementing services that support Individuals with developmental disabilities in achieving their chosen life style. This position is committed to helping Individuals with developmental disabilities in maximizing their level of independence and quality of life.

NOTE: COF operations are 24 hours a day, 365 days a year. Therefore, it should be clearly understood that working non-standard hours is the rule rather than the exception.

**Education/Experience/ Licenses**: Bachelor’s degree from four-year college or university preferred, or at least 4 years of experience working in a supervisory role; serving Individuals with developmental disabilities required. At least one year of prior staff management/ supervisory experience required; Knowledge of Access Database software; Excel Spreadsheet software and Microsoft Word Processing software. Valid Kansas driver’s license; ability to travel at least 30% of the time.

**Supervisory Responsibilities**: Directly supervises employees in Day and Residential Service programs. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include hiring and training employees directly supervised/ assigned to the Area Director; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Essential Duties and Responsibilities include the following:**

* Work with the agency’s Director of Operations to ensure the budgets and analytics are maintained
* Oversight in ensuring each operations location remains in compliance with state and federal standards
* Maintain a working knowledge of current state and federal regulations, labor laws, as well as professional standards, and recommend to the CEO of any policy or procedure revision recommendations.
* Carry a company cell phone and respond to all calls in a timely manner
* Participate in supervisor on-call rotation
* Cultivate and foster good working relationships with referral and regulatory personnel
* Cultivate and foster good working relationships as part of an ongoing quality enhancement function:
  + With persons served, Guardians, parents, family and/or friends of persons served
  + Doing so by initiating contact with/ reaching out to the above mentioned as a natural matter of routine and on an ongoing basis
* Follow up and incidents in database system and complete if necessary trend tracking and AIR reporting as needed
* Regularly oversee services provided in all locations services are provided
* Respond to any reports made by outside regulatory agencies in a timely manner
* Assist in any onsite investigations and surveys
* Participate in follow up of quality assurance audits monthly for Individual files to ensure federal and state requirements are met
* Participate in Quality Assurance/Quality Enhancement (QA/QE) Committee Meetings that assess service delivery systems and processes in line with standard operating procedures and applicable regulations
* Report on the status of the following domains in assigned area:
  + Regulation Compliance, Health and Safety, Human Rights, Financial Systems. Carry out recommendations from QA/QE Committee
* Review of monthly budgetary reports and submit to Director of Operations for review
* Develop and publish Direct Support Professional work schedule in line with monthly budget and client needs
* Schedule coordinate and follow up on OJT for new hires
* Shift process review: PTO request, time-card approvals, shift change request, and incentive tracking
* Identify specialized training needs and instruct/conduct as necessary
* Taking staff calls and coordinating sufficient coverage of client needs
* Must complete trainings as required within specified timeframe. (See Employee Handbook Section 2.11) Complies with all agency policies and procedures including HIPAA/Confidentiality policies.
* Perform other duties as assigned or required

**Physical Demands/ Work Environment:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; push wheelchairs and provide support to people while walking. Specific vision abilities required by this job include close vision; distance vision; color vision, peripheral vision and depth perception. While performing the duties of this job, employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

Area Director 10-1-2017

Revised: 10-18-17, 01-21-19