



Program Director

Vector Pathways, LLC is currently seeking an experienced Program Director to help develop and launch a new center-based group day program serving adults with developmental disabilities in Staunton, Waynesboro, and Augusta County.

We seek a passionate QDDP who can successfully direct and support program staff to provide the highest levels of care, choice, and independence to the individuals served.

This is a full-time, exempt, benefits eligible position.

Job Responsibilities:

- Oversee all referrals, screening, admission, assessments, service planning, orientation, and discharge
- Lead and support Direct Service Professionals in maintaining quality services and engaging activities that meet the individuals needs based on their ISP
- Manage Medicaid billing to ensure reimbursement for waiver services
- Oversight for client records and documentation that addresses service planning, goals, daily progress, and internal and external incident report
- Investigate all allegations of human rights abuse, neglect and exploitation
- Ensure compliance with all safety and regulatory requirements in accordance with DBHDS, Licensing and Human Rights, and DMAS Home and Community Based Rights
- Interview and select talented staff who meet all training and development requirements for DBHS licensed providers
- Model HCBS values and principles and include in staff orientation and training
- Evaluate regular risk management data and ensure systems are in place to remediate issues
- Implement and manage Pathways Quality Improvement program

Requirements, Skills, Knowledge, and Abilities:

- Qualified Developmental Disability Professional (QDDP) or commensurate experience and education as listed below
- Bachelor's degree in a human services related field including but not limited to, sociology, special education, rehabilitation counseling or psychology
- Minimum 1 year experience working directly with individuals who have developmental disabilities and documented experience developing, conducting, and approving assessments and individual support plan
- In lieu of degree, equivalent experience of five years paid experience in direct support of persons with developmental disabilities and in developing, conducting, and approving assessments and ISP's
- Strong oral, written and interpersonal communication skills
- Understanding of DBHDS licensing and Human Rights regulations
- Experience with or management of Medicaid services billing
- Understanding of and ability to model HCBS principles and setting requirements
- Experience with the CHRIS incident reporting system
- Strong follow-through to ensure quality services, regulations and clients' rights are upheld
- Hold and maintain all required safety and program-related certifications and screenings
- Hold a valid VA Driver's License and acceptable driving record
- Have acceptable results from all required background checks

Salary Range: \$38,000-\$50,000 DOE

Qualified candidates may submit cover letter and resume to Director of Human Resources, Cheryl Moran at Cheryl@vectorindustries.org or FAX to (540) 943-0704.

Equal Employment Opportunity

Vector Industries, Inc. provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran's status or physical or mental disability.