



Helping People and Families Affected by Autism

TITLE: Associate Director for Autism Services and Programs

REPORTS TO: Executive Director, Autism Delaware

Submit Application to: Theda M. Ellis, Executive Director
Autism Delaware
924 Old Harmony Rd., Ste. 201
Newark, DE 19711
theda.ellis@delautism.org

Deadline Date: January 31, 2012

POSITION DESCRIPTION:

Autism Delaware is a not-for-profit advocacy and service organization committed to lifelong learning for individuals with autism and for full participation in the community. To that end, Autism Delaware developed nationally recognized vocational services for adults in 2007, and is currently planning service expansion to include ABA and residential services to individuals across the lifespan. This position is responsible for planning, development, and overall operations and management of all services and programs for individuals with autism. This includes supervision of personnel, budget development and developing new projects and programs. A strong emphasis will be placed on developing innovative and model projects.

This position is also a key member of the Autism Delaware Management Team, and will be Acting Director in the Executive Director's absence; thus this position must know and understand all Autism Delaware programs.

Initially, the position will be responsible for researching, developing, and implementing community living options for adults and children, including the program design and implementation, budgetary and business operations, and state and federal funding requirements while maintaining compliance with regulations regarding the same. To accomplish this, the Associate Director will work with the staff and persons with autism and their families to incorporate concepts of person centered services, circles of support, and other approaches that use the applied behavior analysis techniques (ABA) required to teach new skills to adults with autism. This position will be responsible for recruitment and hiring, training and performance evaluations of all staff and program oversight and general management.

DUTIES AND RESPONSIBILITIES:

- Uses Autism Delaware's philosophy in the development and implementation of all autism service programs with an emphasis on innovation and best practices
- Works with the Executive Director (ED) to plan, develop and implement community living programs that use best practices and address the need for positive behavior supports, communications, and the sensory and social needs required to sustain supported living, shared living, and group homes and/or other models.
- Researches and keeps current on best practices in community living (residential) services and in interventions with children and adults with autism spectrum disorders
- Designs and implements effective staff training programs to ensure appropriate knowledge of autism spectrum disorders to provide appropriate and efficient services and satisfaction. Training should be used across vocational and community living programs.
- Assures that treatment programs and clinical interventions are delivered at the highest possible standard of quality by promoting an environment of open communication that provides for continuous quality improvement of all services.
- Ensures that clinical services are appropriately delivered across all service (vocational and residential) and that staff are trained to appropriately and consistently implement plans.
- Hires, supervises and oversees performance evaluations of key program staff and takes appropriate action for any performance not meeting standards.
- Oversees the general implementation of POW&R, Clinical Services, future residential and any other direct services.
- Develops an annual budget for each program and reviews financial reports, including variances, monthly.
- Reports significant budgetary variances to the ED and recommends actions to achieve resolution.
- Maintains constructive and productive internal and external communications with participants and their families.
- Ensures health and safety of participants and staff through compliance with agency policies, OSHA and other safety standards.
- Ensures that participants are treated with dignity and respect in accordance with Advocates' Human Rights policies.
- Performs all duties in accordance with federal, state and agency policies and procedures.
- Builds and maintain relationships with state agencies, the Delaware Association of Rehabilitation Facilities, and other advocacy and provider agencies.

QUALIFICATIONS:

- Master's degree in social services or other related field; or six to ten years' related experience and/or training; or equivalent combination of education and experience. Ph.D. preferred but not required.
- Minimum of eight years of experience in working with children/adults with autism
- Ability to function and lead in a team atmosphere.
- Documented expertise in autism spectrum disorders and the demonstrated ability to use expertise to implement policies and procedures that adequately supports individuals with autism.
- Ability to acquire a working knowledge of the requirements of state contracts, including Medicaid compliance and outcome performance standards.
- Strong organizational and time management skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Skilled in delivering public presentations and in conducting internal and external training programs.
- Basic computer knowledge.
- Strong analytical, numerical and reasoning abilities.
- Results oriented with the ability to balance other business considerations.
- Must hold a valid drivers' license and have access to an operational and insured vehicle to be used to transport participants.
- Must be able to pass background checks and drug tests