Date: November 2018

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| Job Title**:**  Director of the Autism Center | **Classification Level: 10** |
| **Department:** College of Health Sciences | |
| **Reports to:**  Dean, College of Health Sciences | |
| **Directly Supervises:**  Administrative assistant(s), Full-time and part-time staff and Student workers | **FLSA Status:** Exempt, Full time, 12-months, **3 Yr** **grant funded** |

**PRIMARY PURPOSE OF THIS JOB:**

The Director is responsible for the administration and overall operation of the Autism Center, specifically the transition programs, Extended School Year (ESY) and respite. The director is responsible for budget development, marketing, and coordination of programs with Misericordia student education. Included in the role is the development and maintenance of working relationships with service partners, oversight of group facilitators and other staff, proper and timely billing for services, financial sustainability, and compliance with all state and federal regulations.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. In conjunction with the Dean, develop short-term and long-term goals to sustain/grow the program; include participating Schools/businesses/organizations to provide services to individuals with autism (ESY, Transition program). Maintain contact with the participating partners, and be available respond to any problem areas.
2. Develop program goals with measurable objectives to determine the growth of the program participants and to assess the overall success of the program. Work with program and University staff in order to explore opportunities for research.
3. Ensure compliance with all state and federal regulations regarding the operation of the program, maintain licensure and to adhere to all the operating procedures and policies of Misericordia University.
4. Responsible for development and oversight of budget.
5. Coordinate schedules that meets the needs of all programs in the Autism Center and maximizes billing opportunities. All scheduling will be completed to maximize activities that lead to program(s) integration and are compatible with University schedules.
6. Maintain and develop financial sustainability through funding and other financial support to augment and expand program initiatives.
7. Work with University and program personnel to develop a marketing plan to inform the community of the programs. Present program to local civic organizations, business groups, school and other educational entities in order to insure referrals for admission to the program and to explore opportunities for fund raising.
8. Supervise 10 -14 full and part time employees. Carry out supervisor responsibilities in accordance with the organization’s policies and applicable laws. Includes interviewing, hiring, and training employees; planning assigning and directing work; appraising performance rewarding and disciplining employees; addressing complaints and resolving problems.
9. Coordinate with ACCE Network:

* Hold membership on the ACCE working board
* Maintain coordination and collaboration with the network
* Serve as a site coordinator for train the trainer
* Serve as a site coordinator for quality assurance
* Provide initial intake/referral service
* Maintain information accuracy on network website and app.
* Collect quality assurance data
* Maintain and develop newsletters and appropriate information for site and network.
* Serve and reception for information, referral and coordinator of service needs for patients/clients that contact the network.
* Coordinate needs to the network with the host site.
* Plan and implement a weekly schedule that meets the needs of all program participants and maximizes billing opportunities; including all scheduled volunteer activities and transportation to and from such activities, instructional time for participants and scheduling of staff. All scheduling will be completed to maximize activities that lead to full integration and are compatible with University schedules.
* Intervene in incidents as the central communications individual to disseminate corrective action information
* Develop program goals with measurable objectives to determine the growth of the program on site and communicate to the network.
* Integration of position into site in preparation for sustainability plan.

**RELATED DUTIES:**

* Monitor the program budget, work with University staff to review need for adjustments or budget variances.
* Maintain adequate supplies for the program to include all necessary technology needed in a modern workplace.
* Attend all regular administrative meetings as required.
* Take part in a rotation of Crisis Management.
* Represent the University at special events, functions or with partner organizations.
* Evenings or weekends may be required.
* Occasional travel will be required.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Master's degree in Education, Occupational Therapy, Speech or related field required.

**Experience**

* A minimum of 5 years of experience in programming for people with Autism.

**Licenses/Certifications**

* Valid Driver’s License
* Act 153 clearances

**Work-Related Knowledge**

* Knowledge of programming, behavioral interventions and the needs of a population with autism, across the lifespans including specifically transitioning high school students and parents/guardians with respite needs.
* Knowledge of all state and federal regulations regarding the operation of a program to provide services to a population with autism.
* Ability to manage a fast paced program with a complex set of billing procedures.
* Knowledge of management principles and techniques.
* Strong interpersonal and relationship building skills.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.
* Identify problems, investigate the root-cause, and make recommendations for solutions.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers or customers.
* Use verbal skills to transfer information to groups.
* Use verbal skills to transfer information to large groups/and or influence others

**Written Communication Skills**

* Complete and maintain documentation/records to effectively convey ideas and information both in written and oral form.
* Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.
* Review and approve documentation, reports, and records as completed by subordinate staff.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.
* Financial management, budgetary responsibility, forecasting/projection, etc.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software
* Presentation Software

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers
* Political bodies
* Government agency officials
* Members of the media

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* Respond to Unpredictability – Appropriately adapt to a work schedule or job requirements that regularly change without notice or do not follow a set schedule.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to communicate orally * Ability to hear conversation | * Ability to stand * Ability to walk * Ability to sit * Ability to use both legs * Ability to lift and/or move up to 10 pounds * Use of depth perception * Use of color vision | * Ability to balance * Ability to stoop * Ability to operate truck/motor vehicle |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
|  | * Work alone * Contact with patients * Work weekly more than 40 hours | * Travel and/or overnight stays |

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: