CLERMONT COUNTY BOARD OF MRDD

POSITION POSTING

(Applications for the following position may be obtained in the reception area of the Wildey Center, 2040 St Rt 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m. or resume and references may be e-mailed)

AVAILABLE POSITION **PROGRAM MANAGER**

IMMEDIATE SUPERVISOR Program Coordinator

QUALIFICATIONS:

Bachelors degree in related field, preferably in a Mental Health specialty; Experience working with individuals with dual diagnosis; Must pass all background checks and drug screen.

DUTIES: (Summary Only)

- Evaluates and assesses skills, behavior, and attitudes of adults with developmental disabilities including dual diagnosis
- Develops and is responsible for implementation of individual plans and behavior support plans within established timelines for assigned caseload
- Monitors and interacts with consumers to assess work performance, skill development, behavioral and survival skill development
- Counsels consumers and provides positive intervention and supports
- Recommends placement and programming
- Reviews IP regularly, recommends and makes changes as needed
- Trains Habilitation Technicians to implement plans and documentation
- Regularly consults with and considers recommendations of Program Coordinators, Habilitation Technicians, and other members of interdisciplinary team
- Actively participates in staff meetings, post-ventions, and training
- Develops and implements curriculums, develops down-time activities, and assists with purchasing to ensure that adequate supplies are available for consumers
- Maintains records of job performance; monitors consumers' workshop production to ensure maintenance of contract quantity and quality goals
- Accompanies consumers and assists with transportation to and from job sites, community activities, and field trips
- Attends to physical needs of clients as necessary (e.g., assists with feeding, toileting, changing soiled clothes, mobility, illness, etc.)
- Must meet physical requirements of job and be able to safely lift, position, and move adults and perform physical crisis interventions according to in-service training

SALARY: Based upon education and experience

POSTING DATE: April 17, 2009

APPLICATION DEADLINE: Until filled

APPLY TO:
Clermont County Board of MRDD
Human Resources
P.O. Box 156
Batavia, OH 45103
mlubbers@ccmrdd.org

The Clermont County Board of MRDD is an Equal Opportunity Employer

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