



Director of Programs

The Director of Programs manages programmatic operations of the Center, oversees services delivery programs and ensures grant compliance. The Director of Programs provides leadership for growth and development, as well as supervision and training to staff on service delivery and documentation issues. The Director of Programs reports to and is supervised by the Executive Director.

1. Understands and subscribes to the philosophy and values of independent living, culturally relevant education, empowerment, and community integration.
2. Supervises programs of the Agency and ensures grant compliance.
3. Provides direct supervision of staff.
4. Coordinates case management services for the Center.
5. Ensure direct service provision in the five core areas of advocacy, information and referral, independent living skills training, peer support and transition.
6. Ensures full, accurate and current documentation of evaluations, assessments, needs, progress, services, and all other categories of information required in each individual case file.
7. Networks with individuals and agencies representing/serving individuals with disabilities.
8. Maintains thorough knowledge of appropriate health and social service delivery systems.
9. Meets regularly with the Executive Director and staff to develop programs and provide ongoing staff development.
10. Prepares routine agency demographic and statistical activity reports and submits to the grantors in specified time frames.
11. Other duties as assigned by the Executive Director.
12. Complies with Disability in Action's policies and procedures and utilizes resources efficiently.

Qualifications/Skills:

1. Thorough knowledge of issues and challenges experienced by individuals with disabilities
2. Ability to develop and evaluate programs
3. Thorough knowledge of social service delivery systems
4. Ability to engage, develop and motivate staff
5. Excellent organizational and time management skills
6. Ability to communicate effectively, both orally and in writing
7. Ability to maintain a positive attitude and work well with individuals from a variety of backgrounds
8. Ability to maintain a professional attitude, particularly in stressful situations
9. Attention to detail and discretion with confidential information
10. Knowledge and competence of computers and software applications, particularly Microsoft Office
11. Ability to exercise good judgment, take initiative and work independently

Education/Experience:

Bachelor's Degree in Human Services field or Business Administration, with a minimum of two (2) years' experience in working with individuals with disabilities and assisting them in navigating various service delivery systems to obtain essential resources, having demonstrated leadership skills and knowledge of the issues and challenges faced by people with disabilities.

To apply please send a resume and cover letter along with 3 professional references to:

leah.beltran@disabilityinaction.org

People with disabilities are strongly encouraged to apply. Disability in Action is an equal opportunity employer.

Disability in Action a Center for Independent Living, is a non-residential, Consumer controlled, community-based, cross-disability, non-profit agency, operated by and for people with disabilities. The Center is dedicated to assisting its Consumers to live as independently as possible and to achieve full inclusion into the communities in which they live. Disability in Action will provide services such as advocacy, peer-support, information & referral, independent living skills training, benefits planning, job readiness training, youth & nursing home transition, and social and recreational activities.