



JOB POSTING – DATED

Opportunities Unlimited of Niagara, Niagara County, NY

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Human Resources Department 504-2625 or inquire@oppunlimited.org

Roxane Albond-Buchner, Manager of Recruitment & Community Relations

PLEASE POST

DATE: November 30, 2017

POSITION AVAILABLE: Assistant Director of Residential Services
(Non-Bargaining Unit Position)

WORK LOCATION: Various Sites

WORK SCHEDULE: Monday-Friday Rotating On-Call (40 Hours per Week)

QUALIFICATIONS:

Master's Degree preferred from an accredited program in social work, rehabilitation, education, or other human services field to include a minimum of three (3) years of experience in the coordination of services or direct care of the ID/DD population, of which one (1) year is administrative/supervisory experience.

OR

Bachelor's Degree from an accredited program in Human Service and five (5) years of experience working with the ID/DD population, and a minimum of two (2) years administrative/supervisory experience.

OR

An equivalent combination of related education and directly relevant experience deemed adequate for the position.

AND

Must meet the qualifications necessary to act as a QIDP under NYS and federal regulation.

Must have valid New York State driver's license and must meet the Agency's driving policy, which includes a satisfactory driver's record (MVR). Must attain and maintain certification in core level SCIP-R training at the level required as per program or site specific needs.

MAIN FUNCTION:

Assist the Director in planning, coordination, implementation and overall operation of the Residential Services Program. Responsible for establishing monitoring systems specific to daily operations to ensure compliance with applicable OPWDD regulations and agency/program policies and procedures. Must perform function as needed as per programmatic needs.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Assist the Director with the on-going administration of the Residential Services Program, including management/supervisory, fiscal, and clinical matters.
2. Maintains knowledge of all applicable OPWDD regulations and aid the Director by ensuring the Office of People with Developmental Disabilities (OPWDD) regulations are followed in all phases of the program (i.e., 624, 633, 635, 636, 681, 686).

TO APPLY:

Interested applicants may submit a cover letter and resume to inquire@oppunlimited.org or mail/drop off to the Human Resources Department, 2393 Niagara Falls Blvd., LPO Box 360, Niagara Falls, New York 14304-0360. Resumes will be accepted until position is filled.

People with intellectual and other developmental disabilities across Niagara County are waiting for you...We offer competitive salaries and benefits...Take the first step and apply TODAY.