



**frazer center**

gather. learn. flourish.

*fostering inclusive communities  
where children and adults, with and without disabilities,  
gather, learn and flourish*

## **Job Announcement: Director, Adult Programs**

Frazer Center is currently seeking a Director of Adult Programs. Each day, approximately 85 adults with intellectual and developmental disabilities are supported by the Frazer Center through a variety of services, including supported and customized employment and community life engagement. In addition, each day Frazer Center serves approximately 180 young children with and without disabilities in an inclusive early childhood education program, and provides a community gathering place in the garden and forest located on its historic 39-acre campus. The Frazer Center has been working for the inclusion of people with disabilities in the Atlanta community since 1949. We are looking for a strong leader who is committed to person-centered, Employment First philosophy and practice, and to Frazer Center's vision of a more inclusive community.

**CATEGORY:** Permanent Full-time – Exempt

**REPORTS TO:** Executive Director

**SUMMARY OF FUNCTIONS:** Lead program development and manage organizational change to transform and sustain adult programs in accordance with leading research and best practice around the full inclusion of people with disabilities in their communities. Direct and administer all aspects of the Adult Program, ensuring that all daily operations and services meet or exceed the Center's policies and procedures, licensing and regulatory requirements, and CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation standards. Lead and develop a team of 20 to provide best-in-class support. Collaborate with Frazer Center senior staff and board leadership to coordinate and align with other Frazer programs, to develop and consistently administer organization-wide policies and procedures, and to develop and maintain a balanced budget.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Demonstrate commitment to the mission and values of the Frazer Center, the rights of people with disabilities to live with dignity and respect, and the philosophies of inclusion, Employment First, and strengths-based, person-centered planning. Successfully motivate staff to do the same.
- Under the direction of the Executive Director, provide leadership to ensure that the Adult Program is structured and staffed to efficiently and effectively support every adult participant to identify, communicate, and achieve their needs, desires, and dreams through a person-centered planning process.
- Ensure the health and safety of all adult participants and staff by implementing adequate and consistent staff training and accountability, policies and procedures, and facilities management.
- Ensure that all policies and procedures are updated, implemented and monitored to consistently maintain all regulatory, licensing, and CARF accreditation standards. Be conversant in DBHDD (Georgia Department of Behavioral Health & Developmental Disabilities) and CMS (Centers for Medicaid & Medicare Services) regulations and policies and understand all aspects of NOW (New Options Waiver) & COMP (Comprehensive Supports Waiver) services, payments, and audits. Be familiar with using the GAMMIS (Georgia Medicaid Management Information System) portal to check billing, licensing, and revalidation information.
- Submit all documentation for revalidation and re-credentialing to DBHDD and Provider Network.
- Develop, implement, document and oversee all policies, programming, and processes for CARF accreditation, and Medicaid and Delmarva audits.
- Remain up-to-date on best practices, research, laws, and funding that affect adults with developmental disabilities. Use this information to educate staff and improve programming. With the Executive Director

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maintain strong relationships and nurture partnership opportunities with service providers, funders, public policy advocates, community partners and employers, and other key leaders in the field.

- With the Assistant Director of Adult Programs, supervise Adult Program activities and staff. Conduct regular staff meetings and evaluate job performance. Hire, coach, promote, and terminate Adult Program staff with the assistance of Assistant Director of Human Resources and Executive Director.
- Maintain Adult Program employee payroll and time off requests through Paycom system.
- Develop and implement orientation and annual individualized staff development plans that equip staff to grow professionally, to support adults to achieve their identified outcomes, and to meet DBHDD and CMS policy mandates. Maintain current and former staff training records that document compliance with training policies.
- Maintain approved driver training records and vehicle records for CARF and DBHDD review. Collaborate with Director of Facilities & Grounds on quarterly vehicle maintenance schedule.
- Oversee development of curriculum, programming, and caseload assignments by Adult Program leadership team.
- Facilitate development and implementation of contracts with DBHDD and GVRA (Georgia Vocational Rehabilitation Agency), in collaboration with Executive Director and Director of Finance & Administration.
- With the Director of Children's Programs, integrate and align Frazer's Adult and Children's Programs, coordinate shared programming opportunities and resources, and assure reconciliation of policies and procedures to meet both adult and children's programs' licensing and accrediting regulations.
- Lead adult program staff in the creation, implementation, and evaluation of an annual departmental operating plan. Assure that the plan's goals and objectives advance the strategic goals established by the Board of Directors, are integrated with the annual operating plan of other Frazer Center departments, and are responsive to person-centered plans that are in place for every adult participant.
- Plan for implementation and upgrades of Therap and other technology and software needed to achieve and track individual and organizational program goals.
- Ensure accurate, timely reporting of enrollment, outcome, and other performance indicators, per prescribed Frazer Center reporting calendar.
- Implement regular evaluation of the program, incorporating feedback from all stakeholders, reviewing data, and identifying opportunities for program improvement.
- Provide oversight to documentation and billing. Check Therap monthly for rejected billing. Monitor and record invoices and payments from GVRA for contracted vocational services. Collaborate with finance department on reconciliation.
- Develop and maintain creative, compassionate and accountable relations between the Adult Program and the adult participants, families/caregivers, Board, funding sources, staff, and larger community.
- Attend all Board of Directors general meetings. Facilitate work of Adult Program Committee.
- Assist in the development and monitoring of the annual budget for the Adult Program under the direction and assistance of the Executive Director and the Accounting Department.
- Maintain consistent communication with Executive Director, Frazer leadership team, and Adult Program staff.
- Perform other duties as assigned.

#### **PHYSICAL FUNCTIONS**

- Must be able to lift a minimum of 25 pounds.
- Sitting for extended periods of time.

#### **ORGANIZATIONAL RELATIONSHIPS**

Reports directly to the Executive Director. Assists and works in conjunction with the Executive Director and Frazer leadership team. Supervises Assistant Director of Adult Program and other key Adult program staff. Coordinates with the adult program staff in all areas of operational and programmatic services of the Adult Program.

#### **EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Bachelor's degree in social work, special education, rehabilitation or related field. Master's preferred. A minimum of three years management experience working with adults with developmental disabilities in a supported work, customized employment, or community life engagement environment. Demonstrated proficiency in person-

centered practice required. Experience in fiscal management and staff supervision necessary. Knowledge of funding streams available to support adults with disabilities and proficiency in the use of Therap are desirable. CPR and First Aid Certification must be kept up-to-date. Valid Georgia Driver's License, criminal background check and drug screen required.

Other desired qualifications:

- Ability to work comfortably and respectfully within a diverse workforce
- Demonstrated leadership in mobilizing and energizing staff
- Well-organized
- Excellent communication skills
- Ability to translate strategy and vision into action and results
- Cool under pressure
- Positive and energetic with a genuine care for others
- Skilled in critical thinking and analysis
- Able to handle multiple priorities in a fast-paced environment

***Interested candidates should submit resume and cover letter to [hiringmanager1949@gmail.com](mailto:hiringmanager1949@gmail.com) or by mail to Executive Director, Frazer Center, 1815 S. Ponce de Leon Avenue, NE, Atlanta, GA 30307.***

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