



Program Director Job Description

Position Title: Program Director

Reports To: Executive Director

Position Status: Full time

Availability: Routinely works Monday through Friday 8:30am to 5:00pm; hours may vary based upon the needs of the participants and services.

Tru Community is a newly founded faith-based nonprofit organization that believes every individual with developmental disabilities has something special to offer. Our programs are designed to foster growth and success among our uniquely abled adults by providing them opportunities to discover their natural abilities, explore new interests in a supportive environment, and connect with our community.

Job Summary:

The Program Director is responsible for developing, implementing, and managing person-centered community integration, adult program services, and habilitation outcomes for people with developmental disabilities in a safe environment. The Director provides leadership in implementing best practices and is the main source of communication between the board and all employees, outside agencies, contractors, and volunteers.

Essential Duties and Responsibilities include but are not limited to:

- Adds value as a key member of management; understands the business, financials, industry, and strategy. Serve as primary liaison between clients (participants and DODD), the board, and the community.
- Supervise support staff, provide direction, coach, train, and manage performance. Ensure staff are trained and working at the highest standards, with appropriate staffing levels to support participants.
- Provide primary oversight of practice onboardings for the facility.
- Manage staff within regulatory and labor laws and ensure training compliance.
- Provide quarterly updates to the board and facilitate those discussions.
- Understand and effectively communicate the successes and impact individuals with developmental disabilities have in society.
- Develop program options based on the needs of each participant.
- Develop and facilitate Bible teaching and worship time with interested participants.
- Conduct staff meetings and performance reviews.
- Gather up-front standard documentation (i.e., documentation forms, floor/classroom plan, staffing information, etc.)

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- Ensure the dates/requirements for certification are thoroughly explained to staff, and schedules and training dates are coordinated.
- Be onsite *during the day* to provide direct support and point of contact for concerns.
- Exhibit strong initiative skills and ability to provide creative solutions when necessary.
- Have a basic understanding of DODD adult services, concepts, and policies, including guidelines from Medicaid waivers.
- Follow Tru Community Code of Ethics in the fulfillment of duties.

Knowledge/Skills:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior
- Agree to and uphold the Statement of Faith
- Excellent written and oral communication, organization, and interpersonal skills
- Strong decision-making capabilities
- Ability to think creatively to manage complex situations quickly and provide reasonable direction
- Strong ability to be flexible and handle changing priorities
- Positive leadership style with a passion for helping those who need support to thrive, and a commitment to creating a safe environment

Education and Work Experience:

- At least five years of Operations experience in a healthcare or education setting preferred, including:
 - One year of full-time experience in the supervision of employees, programs, or services, and financial management.
 - One year of full-time or part-time experience in providing specialized services to persons with developmental disabilities.
- Minimum of Bachelor's degree in a relevant field (i.e., education, human services, or healthcare-related field). Master's degree in education or a related field preferred.

Additional Requirements:

- Successful completion of fingerprinting and criminal background check; BCI and FBI.
- Satisfactory professional reference checks.
- Must satisfactorily complete all Medicaid training, including CPR, and First Aid certifications.
- Must possess a valid Driver's license and have a good driving record.