

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [9/12/17] a vacancy for this position has been declared at the [Vocational Service/Day Training]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title: Program Manager**

**Pay Grade: 17 (BACHELOR) OR 21 (MASTER)**

**Wage and Hour Status: Exempt or Non-Exempt**

**Assigned to Scale: September 18, 2008**

**Revised: May 19, 2016**

## JOB DESCRIPTION

### I. Position Overview:

This position may be either full-time or part-time and may be either exempt or non-exempt from wage and hour regulations. Determination of exemption is based on the prevailing DOL regulations and the employment status of the individual filling the role. If all current exemption standards are met, then the position shall be treated as exempt, otherwise, it will be treated as non-exempt. Employee will be notified of exemption status in either the original letter of appointment or via a letter indicating change in exemption status. The staff person who holds this position is responsible for coordination and oversight of a specific program or a related group of programs, especially in relation to compliance with standards and regulations. The role-specific title(s) the Program Manager is expected to use will be identified in his/her **Appointment Letter**. Regardless of program specificity, priority tasks will include, but are not limited to: ensuring proper delivery and compliance management of the assigned program(s) and/or projects, managing and supervising the related personnel, ensuring administrative accountability, and ensuring that dignity-and-respect-based services are provided to individuals in the program. This position may also be responsible for a variety of tasks that are nonetheless essential under the heading of "Miscellaneous Duties". This position may report to a Site Administrator or directly to a Vice President, whichever is identified in his/her **Appointment Letter**.

### II. Major Tasks / Responsibilities

#### A. Program Delivery and Compliance Management

1. Ensures that all program/project governing regulations are communicated to relevant employees and contractors.
2. Ensures that all program/projects are delivered in compliance with all relevant laws, regulations, and standards (e.g. Supports for Community Living, Medicaid Conditions of Participation, State General Fund Administrative Regulations, Licensure and Regulation Standards, Housing and Urban Development Standards, etc.); as well as FRBH standards.
3. Ensures that all supplies necessary for program operation are requisitioned, obtained, inventoried, secured, and used according to approved guidelines.
4. Ensures that appropriate safety plans are in place and revised as necessary to meet all related standards.
5. Ensures that plans are in place for maintenance, cleanliness, and general appearance of each program/project.
6. Maintains an awareness of grant programs and projects that could improve the program-related needs of FRBH consumers and advises the Quality Management Team of noteworthy opportunities.
7. Participates in grant/funding source application, reporting, and reviewing processes as assigned.
8. Conducts, when programmatically appropriate, periodic Site Visits to sub-programs or project residences to ensure compliance of services and facilities with all relevant standards referenced in A.2 above.

#### B. Personnel Management

1. Participates in the recruitment and selection of any staff necessary to operate/facilitate his/her program or project.
2. Serves as the direct supervisor for program staff members and/or any relevant subordinate supervisor(s), conducting no less than one face-to-face supervision session per month unless more frequent occurrences are required.
3. Verifies that a plan to maintain an adequate pool of substitute staff (e.g. Part-time Clinical Associates, Respite Workers, Relief Providers, etc.) is functional, as applicable.
4. Verifies that the provision of program-related contracted (i.e. non-employee) services operate in compliance with FRBH and external expectations (e.g. IMPACT+, SCL waiver program, etc.).



- 5. Verifies that professional supervision of subordinate staff members is being conducted as mandated.
- 6. Conducts personnel activities as expected for proper supervision and oversight of all subordinate staff members.
- 7. Ensures that all subordinate staff, contractors, and volunteers complete training as required by program regulations.

**C. Administrative Accountability**

- 1. Ensures proper completion and submission of all required authorization and compliance paperwork (e.g. IMPACT+ preauthorization, HUD and KHC certifications, etc.) within established timelines.
- 2. Oversees any program related FRBH or non-FRBH files (e.g. RIAC Files, First Steps Files, HUD and KHC tenant files, etc.) ensuring impeccable compliance with any regulatory standards.
- 3. Ensures that all financial activities and records for program services and/or properties are processed and documented according to established guidelines.
- 4. Ensures that FRBH Medical Record documentation (physical or electronic) is processed, handled, maintained, secured, audited, closed, and archived according to Corporate Policy.
- 5. Ensures timely completion of all non-consumer-specific reports, documentation, and paperwork according to FRBH Operations Policy and Procedures and other programmatic protocols.

**D. Miscellaneous**

- 1. Meets productivity standards as assigned.
- 2. Provides direct care (i.e. professional services) as needed to maximize consumer access or enhance program viability.
- 3. Conducts training as assigned.
- 4. Attends periodic meetings and/or trainings as assigned
- 5. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. **Must possess a bachelor's or master's degree that meets the minimum standards of the specific role to be filled. If a master's level applicant possess or obtain independent licensure status, an increase of four (4) steps shall be granted at that time.**
- B. **Must possess any licensure, certification, or specialized experience established in compliance standards; relevant, non-mandatory, but nonetheless beneficial credentials are preferred.**
- C. **Must have two (2) years of experience working in a directly related program.**
- D. **Must either:**
  - 1. Have one (1) year successful supervisory experience guiding staff who serve individuals with developmental disabilities, or
  - 2. Have an endorsement from his/her most recent supervisor that there is "reason to believe" the individual could be successful as a supervisor.
- E. **Must possess computer skills sufficient to learn web-based data submission procedures.**
- F. **Must have a valid driver's license and insurable driving record.**
- G. **Must pass all required background checks prior to employment and annually thereafter.**
- H. **Must meet any program-specific health status requirements (e.g. negative for TB).**

**Confirmation**

**With my signature below I affirm that this job description was explained to me on the date indicated.**

\_\_\_\_\_  
**Candidate/Employee**

\_\_\_\_\_  
**Date of Explanation**