

Adult Program Manager
Classification Level E 1
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

REPORTS TO: Chief Executive Officer

HAS DIRECT REPORTS? Yes

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Adult Program Manager is a professional position responsible to direct, organize and implement agency adult developmental programs. This position will ensure that adult programs are effective, community oriented, financially solvent, and professionally administered.

TYPICAL RESPONSIBILITIES:

1. Supervise, train and coach direct reports in the adult services program.
2. Responsible for compliance maintenance and policy development for adult programs.
3. Communicate information, trends and concerns pertinent to adult services programs to subordinates and management.
4. Ensure that all services administered stem from the needs of the individual being served.
5. Monitor delivery and coordination of adult services by evaluating program data.
6. Participate in the budget process including developing, monitoring and adjusting.
7. Establish and maintain relationships with other service providers and community agencies.
8. Monitor compliance to all state and federal regulations that apply to adult services.
9. Responsible for the safety of all employees and participants supervised.
10. Work with accounting to ensure that third party billings are effectively processed.
11. Develop and maintain contracts for offsite locations for services.
12. Travel as needed to ensure community integration and success of programs.
13. Complete assigned Strategic Action Plan work activities and Annual Performance Growth Program.
14. Pursue new candidates for programs and oversee their integration into our participant base.
15. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
16. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Back up direct service providers in areas including personal care.
2. Plan special events for participants and their families.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 2/7/2023

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MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Five years supervisory experience managing a team of 5 or more
- Background working with adults with developmental disabilities
- Oral, written and visual communication and observation skills
- Ability to work a flexible schedule as needed
- Must have a valid driver's license and a clean driving record
- Able to work effectively with a culturally diverse staff, participant base and stakeholders.

PREFERRED QUALIFICATIONS:

- Master's degree in human development
- Second language (Spanish or American Sign Language)
- Experience with crisis intervention
- First aid and CPR training certification

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 70 % of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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