

Requisition Number 14-0871  
Post Date 2/10/2015  
Title DD & Brain Injury Division Director of Residential Services  
City Lexington  
State MA

Description Developmental Disabilities and Brain Injury Division  
Director of Residential Services  
Eliot is seeking an experienced senior manager to oversee residential programming in our Developmental Disabilities and Brain Injury Division. The Director of Residential Services will be responsible for the leadership and overall administrative, clinical and fiscal management of 5 programs for adults with Developmental Disabilities and 3 programs for adults with acquired or traumatic brain injury.

**Responsibilities:**

- Oversee the operational, financial and clinical operations of programs consistent with agency policy and funding authority requirements.
- Provide leadership, guidance and direction to program managers and the residential nurse, through regular supervision, training and evaluation.
- Oversee the hiring, orientation, training, supervision and evaluation of direct care staff.
- Ensure continuous quality improvement of programs and services. Evaluate program quality and effectiveness, identify need areas, develop and monitor improvement strategies on an on-going basis.
- Work with staff to develop and implement innovative program strategies and therapeutic activities that foster individual empowerment and growth.
- Assure compliance with all DDS and MRC regulations as they pertain to Residential Services.
- Foster and maintain strong working relationships with all referral sources, families and providers.
- Develop, implement and monitor compliance with program budgets and program/division policies.
- Work with the Division Director to establish short and long-range objectives, plans, and strategic goals for programs
- Coordinate, implement and monitor program development, licensing and contract compliance and effective service delivery and outcomes.

**Schedule:** Monday- Friday 9-5

Requirements Bachelor's degree required and Master's degree preferred with a minimum of eight years' experience working with adults with developmental disabilities and/or acquired brain injury, at least three of which must be as a senior level manager and involve the oversight of multiple residential programs. Demonstrated experience in managing systems, processes, and people effectively and with success. Strong verbal and written communication skills that demonstrate sound judgment and effective, solution focused problem solving skills. Demonstrated ability to create an environment of team work and manage multiple demands/priorities efficiently and effectively. Computer literacy and skill in the use of computers and related software applications, including electronic medical record documentation. Ability to consistently meet all necessary background and credentialing requirements. Valid driver's license and reliable transportation required.

APPLY ONLINE AT [WWW.ELIOTCHS.ORG](http://WWW.ELIOTCHS.ORG)