

Requisition Number	14-1054
Post Date	2/10/2015
Title	Director Early Intv Prgm
City	Malden
State	MA
Description	<p style="text-align: center;">Early Intervention Program Director Malden</p> <p>Eliot's Malden Early Intervention Program is seeking a dedicated, seasoned candidate for Program Director.</p> <p><b><u>Responsibilities:</u></b>  Recruit and recommend staff for employment, promotion, and termination.  Assure the orientation of new staff to the program and the agency.  Conduct/ensure supervision of all staff.  Develop, implement, and/or ensure in-service training.  Monitor performance of staff, conduct preliminary and annual performance evaluations and make recommendations to the supervisor regarding the promotion or dismissal of staff.  Ensure adequate staff coverage before approving leave requests.  Establish, promulgate, and monitor performance standards for all clerical and clinical staff with the service.  Schedule: Monday-Friday 9am-5pm</p>
Requirements	<p>Master's Degree in education, social work, nursing, psychology, speech/language pathology, or physical or occupational therapy; appropriate licensure and meets third party reimbursement criteria for specific discipline and Department of Public Health Early Intervention regulations. CEIS (Certified Early Intervention Specialist) number as well as a CEID (Certified Early Intervention Director) number or is working toward acquiring a CEID number. Requires at least four years post degree experience in a related field with at least two years of relevant management/supervisory responsibility. Computer literacy and skill in the use of computers and related software applications. Eliot Community Human Services offers a great benefits package that includes a competitive salary, 3 weeks' vacation, 12 sick days and 11 holidays. Eliot pays 75% of health and dental insurance and 100% of Life, AD&amp;D, Short and Long Term Disability insurance for full time employees. We also offer 401(k) retirement plan, Dependent Care plan, EAP, credit union, free college savings tuition program and other voluntary benefits. The agency also has our own in house training program which provides CEU's.</p> <p>APPLY ONLINE AT <a href="http://WWW.ELIOTCHS.ORG">WWW.ELIOTCHS.ORG</a></p>