

DTA Director

Gompers, a 501c3 non-profit, serving individuals with developmental disabilities for the past 71 years is seeking a (leader?) candidate for the position of Director of DTA at our Phoenix campus. Our growing Phoenix DTA program serves over 200 member and employs 80 plus staff. This is an opportunity to work for a great organization and be a part of a team of caring professionals that provides quality services to its program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as necessary.

1. Ensure member health and safety needs are met within the facility and the community- using established health and safety protocols.
2. Ensure member goals, community activities, and records comply with contractual agreements.
3. Ensure all DTA staff present and conduct themselves in a professional manner at all times.
4. Ensure that members are receiving high quality programming both in the community and in the center.
5. Ensure that ISP requirements are fulfilled.
6. Ensure that member rights are protected.
7. Ensure all DTA staff are trained in required courses to effectively perform the requirements of their positions.
8. Conduct departmental staff meetings and participate in Director meetings.
9. Serve on Gompers' Leadership Team.
10. Act as Mediator/Liaison between staff, families, and funding sources, etc.
11. Assist in hires, discharges, and disciplinary actions.
12. Review staff work performance per Gompers' Employee Handbook.
13. Coordinate DTA admissions, transfers, discharges and the necessary record keeping.
14. Contribute information related to requests for proposals, grants, etc. in cooperation with Gompers Development department.
15. Assist the DTA Coordinator with daily schedules for staff
16. Any additional duties as requested by the VP of Operations and/or the President and CEO

SUPERVISORY RESPONSIBILITIES

DTA Supervisors, DTA staff and other program support staff.

QUALIFICATIONS.

The requirements listed below are representative of the knowledge, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. History of managing multiple professionals in a fast paced environment.
2. Experience in relating to individuals with developmental disabilities.
3. Experience in motivating staff
4. Strong work ethic.

5. Must have the ability to be assertive and creative in the supervision of staff
6. Must be able to problem solve as an individual and as part of a team
7. Excellent communication, mediation, leadership and organizational skills.
8. Knowledge of individuals with developmental disabilities including characteristics of disabilities: Down Syndrome, Autism, Mental Retardation, Cerebral Palsy, Prader Willi Syndrome, Bi Polar, Obsessive Compulsive Disorders etc.
9. Well-versed in Behavior Modification and Intervention techniques, as well as Active Treatment Principles, Member Rights, Person Centered Planning, the ADA, DDD standards and regulations, and teaching and training individuals with developmental disabilities.

EDUCATION and/or EXPERIENCE

B.S. or B.A. in special education, social work, psychology or closely related field and four (4) years supervisory experience in programs serving individuals with developmental disabilities, three of which include progressive management experience; or any equivalent combination of experience, training and/or education approved by the President/CEO.

CERTIFICATES, LICENSES, REGISTRATIONS

1. CPR, First Aid, Article 9 and Prevention and Support Training. If you do not hold these certifications, Gompers will provide training.
2. A valid Arizona Drive License and a clear 39 month Arizona Motor Vehicle Report required.
3. Fingerprint Clearance Card.