ORGANIZATION: Milestone Centers, Inc.
DEPARTMENT: Intellectual & Developmental Disabilities
POSITION: Assistant Director of I&DD Residential Services
STATUS: Full Time; 37.5 hours / week
SCHEDULE / HOURS: Monday - Friday (Weekend varies depending on program needs)
LOCATION: Monroeville
SALARY / WAGES: $45,000 - $48,000 / year (DOE)

Milestone Centers, a subsidiary of Partners For Quality Inc., is a nonprofit, community-based human services agency supporting individuals with behavioral health challenges and intellectual & developmental disabilities in communities throughout Western Pennsylvania. Our Agency oversees 20 residential settings, two outpatient offices, three adult training facilities, a prevocational enterprise program, a consumer drop-in center, habilitation services, and two Health Care Quality Units in Butler and Warren, which train professionals in 18 counties. Milestone Centers has earned certification from the Sanctuary Institute for providing trauma-informed care.

The Assistant Director of I&DD Residential Services will be responsible for providing daily oversight and support to Residential Site Supervisors and assist in the management of the operations, procedures and programming for all clients and sites in the I&DD Residential Program. Duties include, but are not limited to:

- Demonstrates and reflects a commitment to the mission and values of Milestone by serving others with respect, dignity, and compassion
- Utilizes Sanctuary Model's shared values, the Seven Commitments and tools to conduct daily tasks
- Works in conjunction with the Director of IDD Residential Services to provide administrative and budgetary oversight and to coordinate the entry of new clients to the program
- Provides leadership, direction, and supervision to the Residential Site Supervisors. Including interviewing, hiring and orientation for this position as needed. And supports both Supervisors and Resident Advisors through:
  - Monthly supervision meetings with Site Supervisors
  - Participating in and assistance with facilitating Monthly Team meetings at each site
  - Role Modeling and Training with Supervisors and Resident Advisors on site
  - Training, evaluating, scheduling in-services and performing other related management responsibilities as required
- Works with the Director, Site Supervisors and Human Resources to identify and post open Resident Advisor positions and then hire and orient new Resident Advisors
- Assists Site Supervisors with management of the site schedules and oversees and coordinates schedule changes and Resident Advisor position transfers
- Ensures that all homes are safe, sanitary, well maintained and aesthetically appealing and keeps the Director well informed of the day-to-day needs and operations of all sites
- Maintains a full understanding of and ensures compliance with ODP (Chapter 6400) all other applicable regulations as they relate to the IDD Residential Program by:
  - Regular site visits to review and provide feedback on all client and site documentation and quality of programming provided to clients
  - Completion of annual LIIs (Licensing Inspection Instruments) as required and on time.
- Guides and coordinates all service programming including facilitating community inclusion and integration and the incorporation of Sanctuary principles and tools into the programs day-to-day activity
- Handles crises and emergency situations and reports incidents as required. Acts as Point Person by entering and managing incidents to the HCSIS/EIM system for the Residential Program
- Understands, follows and implements agency policies and procedures. Participates in IDD Team Meetings and Agency Committees as assigned

QUALIFICATIONS
1. Master’s Degree in a human service field and three years of experience providing services and supports to people with intellectual disabilities, including two years of supervisory/management experience OR Bachelor’s Degree in a human service field, and five years of experience providing services and supports to people with intellectual disabilities in residential programs, including three years of supervisory/management experience OR Associate’s or 60 credit hours from an accredited college or university with six years of experience providing services and supports to people with intellectual disabilities in a residential program, including four years of supervisory/management experience OR High School Diploma and ten years of experience providing services and supports to people with intellectual disabilities in residential programs, including five years of supervisory/management experience
2. Working knowledge of the Intellectual and Developmental Disabilities system, Office of Developmental Programs and County / Local regulations and requirements
3. Teaching, coaching and motivational skills
4. Organizational and time management skills
5. Effective written and verbal communication skills including computer proficiency
6. Effective supervisory skills and the ability to manage the performance of others
7. Valid PA Driver’s license
8. Act 33, 34 and (if applicable) FBI Clearances

**SALARY / WAGES**
$45,000 - $48,000 (DOE)

**CASH INCENTIVES**
Employees have the opportunity to earn additional money through various incentive programs:
- $1,000 Employee Referral (for successfully referring someone to employment)

**BENEFITS**
Full Time employees enjoy a comprehensive benefits package:
- Health, Dental and Vision Insurances (United Healthcare)
  - $1,200 cash payout option in lieu of Health Insurance coverage
- Healthcare Flexible Spending Account
- Dependent Care Flexible Spending Account
- 15 to 27 Paid Days Off / year
- 8 Paid Holidays
- Short Term Disability
- Long Term Disability
- Life Insurance
- Supplemental Insurance (AFLAC)
- Optional 401(k) with Employer match

**WORK PERKS!**
- Free parking (select locations)
- Mileage reimbursement
- Company issued laptops and cell phones for work use
- Employee Activities, Rewards and Recognition Programs
- Cell Phone discount (Verizon)
- Comprehensive Employee Assistance Program
- Credit Union
- Educational Leave
- Legal Services (Legal Shield)
APPLY TO THIS POSITION
Interested applicants can choose to apply in any of the following ways:
✓ Complete an employment application online
✓ Email resumes: Careers@PFQ.org
✓ Fax resumes: 412-824-8160
✓ Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136

If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.

www.MilestonePA.org
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Partners For Quality and its family of agencies are an equal opportunity employer
EOE