



JOB TITLE: VP, Program Services	EFF. DATE:
LOCATION: Atlanta Metro	DIV:
REPORTS TO:	DEPT:
CLASSIFICATION:	COMPENSATION:

At Bobby Dodd Institute, we believe in an inclusive world where people of differing abilities can lead more independent and purposeful lives when provided the right guidance, support, and opportunities.

JOB SUMMARY

Manage program development, program delivery and operations, fiscal budget, and performance improvement. Maintain medical records and all other care related documentation. Plan, develop, coordinate, and supervise the delivery of participant services. Operational responsibility for family and behavioral support services, workforce resources, and benefits programs in accordance with regulatory, administrative, and funding requirements of state, local and federal agencies, and private entities.

ESSENTIAL DUTIES/RESPONSIBILITIES

Oversees the programmatic services of the agency by ensuring the delivery of quality services and programs.

Continuous improvement: Develops & implements programmatic improvement plans and/or correction through regular analysis of programs and services.

Works cross-functionally to achieve organizational outcomes, adhering to BDI strategic & organizational goals.

Follows up on all abuse/neglect and other incidents to ensure individual safety and well-being of BDI participants ensuring all regulations are met regarding reportable incidents.

Recommends policies and procedures based on changing or emerging regulatory requirements.

Represents BDI and its mission by educating community members about the critical importance of integrating individuals with disabilities into work environments and community life.

Engages in advocacy with local and state government entities and agencies, promotes self-advocacy, and works through government officials to influence public policy.

Assists with the development, monitoring and approving of expenditures while staying within set budgetary parameters.

Manage funding contracts to ensure compliance.

Knowledgeable of current state license and certification rules and regulations, agency policies, and accreditation requirements; ensures compliance with such.

Act as the liaison with state regulatory and funding agencies.

Direct supervision of program managers, and other personnel assigned to work under the immediate direction of the VP, Program Services.

This may not constitute an entire list of duties



REQUIRED EDUCATION AND EXPERIENCE

Master’s degree in social work, human services, or related field.

Minimum of five (5) years of program operations development, delivery, and management.

Minimum of ten (10) years’ experience working in developmental disabilities, behavioral health, dual-diagnosis, or a related field.

PREFERRED EDUCATION AND EXPERIENCE

Doctorate (PhD) in social work, human services, or related field.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must pass background screens

SKILLS AND ABILITIES

COMPETENCIES

Case management, clinical supervision, clinical assessment, crisis intervention, cognitive behavioral therapy, and budget management.

Good interpersonal skills and the ability to work well across departments.

Knowledge of software applications.

Excellent problem solving and analytical skills, as well as the ability to gather and evaluate information.

Excellent written and oral communications skills.

Demonstrated ability in report writing.

Counseling and coaching skills.

TOOLS AND EQUIPMENT USED

General Office Equipment

PHYSICAL DEMANDS

NA

SUPERVISORY RESPONSIBILITY

Yes

TRAVEL

Extensive travel in the Metro Atlanta area

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. BDI is a VEVRAA Federal Contractor.