Program Director

Eastern Star & Western Star – Sauk Rapids, MN

Thrive Behavioral Network, LLC
EOE/AA

Thrive Behavioral Network is seeking professional, compassionate candidates to provide leadership as the Program Director for our two Home and Community Based Services (HCBS) homes in Sauk Rapids, Minnesota. Our Certified Corporate HCBS homes include long or short term services that are provided in a residential setting to individuals who need 24 hour supervision. HCBS homes are designed to provide independent living skills development, support, and supervised living for up to four people in a family-like environment.

The Program Director is a full time position that usually works Monday thru Friday, normal business hours. In addition, the Program Director is on-call at all times to address any emergency situations that may arise, unless prior arrangements have been made.

JOB DUTIES

- Interview, hire, orient and schedule program and support staff.
- Supervise and assist staff in the development of staff capabilities to assure quality performance.
- Assign appropriate staff members' responsibility for individual client programs.
- Keep personnel files updated, documenting all pertinent information: sick days, vacations, change in pay, schedule of benefits, etc.
- Responsible for the overall orientations, in-service training for all program staff.
- Supervise household schedules, functions and routines to assure appropriateness and quality of service.
- Provide ongoing communication with outside agencies that contribute to total program of residential clients.
- Seek and review client social historical, psychological, psychiatric, and health related information prior to screening interview.
- Interview client for additional information to decide if appropriate for placement.
- Make specific recommendations as to the program's ability to meet the client's needs to the Interdisciplinary Team.
- Admit client as openings and appropriate candidates arise.
- Progress notes are reviewed from on-site service for accuracy and consistency with actual recipient contact and the individual treatment plan and goals.
- Model service practices which: respect the recipient, include the recipient in planning and implementation of the individual treatment plan, recognize the recipient's strengths, collaborate and coordinate with other involved parties and providers.
- Supervise weekly and monthly household spending, collecting receipts and keeping accurate documentation of spending within budget guidelines.

- Responsible for all appropriate documentation necessary to meet licensing and this organization's quality standards.
- Review all weekly, monthly and quarterly logs, objectives and program plans for appropriate documentation.
- Oversee all functional documentation such as medications, medical appointments, fire alarms and drills, staff meetings, client councils, advisory committee, etc.
- Responsible for open and honest communication with the Program Administrator, county agencies and community support agencies in a professional manner.
- Responsible for the development of a supportive team concept within the home.
- All other duties as assigned.

ABOUT THRIVE

Thrive has 28 programs throughout Minnesota, offering the following social and health care services:

- Home and Community Based Services
- Crisis Services
- Residential Mental Health Services
- Residential Substance Use and Co-Occurring Disorders
- Outpatient Substance Use and Co-Occurring Disorders

At Thrive we maintain the highest levels of comfort, security and respect for our clients. We make it a priority to have their stay feel as much like home as possible, where they are able to be safe and independent while receiving the quality care and individualized treatment(s) they require.

MINIMUM REQUIREMENTS

We are looking for an individual who will succeed and excel in this role. Some characteristics that we are looking for include:

- The ability to maintain a professional workplace
- The ability to follow and communicate laws and policies relating to agency activities
- The ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public
- The ability to manage and direct a team of staff successfully
- Strong written and verbal skills

To be considered for the Program Director position, a candidate must meet ONE of the following requirements:

- Have a Bachelor's degree in one of the behavioral sciences or related fields AND at least 2,000 hours of supervised experience in the delivery of services to persons with mental illness.
- Have at least 4,000 hours of supervised experience in the delivery of services to persons with mental illness.
- Have a master's or other graduate degree in one of the behavioral sciences or related fields.

All candidates must successfully complete a DHS background screening.