



A Bios Program Manager has the privilege and responsibility of coordinating programs that assist people with developmental disabilities in achieving full citizenship in their communities. Program Manager will work directly under the supervision the Area Director.

Job Requirements:

1. Must have a *minimum* of four years of any combination of college level education and/or full-time employment experience in serving people with disabilities.

Job Description:

1. Actively promote the philosophy of Bios through all programming and ensure the promotion of that same philosophy in their work with individuals with developmental disabilities.
2. All aspects of job duties shall be completed with strict adherence with Bios statement of principles.
3. Serve as a positive ambassador of Bios Corporation and our ideals.
4. Be knowledgeable about all aspects of each individual's program including but not limited to: IP, PIP, ETL Plan, Health Care needs, money management, household and personal care maintenance, etc. All programs shall be developed with the focus on our mission statement of "empowering people to reach their dreams".
5. Review entire program for all persons served monthly and complete monthly documentation summarizing critical aspect of each program.
6. Actively involved in the interdisciplinary team process. As such, they are required to attend all support team meetings and maintain regular communication with person served, parent/guardian and team members.
7. Responsible for notifying appropriate state department representatives, Bios administration and parent and/or legal guardian and following the individual's protocol in the event of an emergency;
8. Responsible for supervision of the supervisory/ employment staff and overseeing all aspects of each program.
9. Ensure Bios maintains a staff of qualified personnel that provide the best quality services that can be provided. This includes conducting interviews, placement of staff into programs and ensuring the proper training, in-services and certification are current for all employees in accordance with individuals' ISP needs, state and federal guidelines.
10. Provide direct program oversight via three monitoring home visits per month. One overnight visit must occur between the hours of 8:00 p.m. and 8:00 a.m. and one weekend visit. Two of the three visits must be unannounced.
11. Oversee the employee retention, and evaluation according to Bios Policy and Procedures.
12. Responsible for ensuring appropriate management of all financial aspects of the programs supervised including authorizations, overtime, room and board, personal funds, Social Security information, etc.
13. Charge with maintaining current training required by local, state and federal guidelines.
14. Charged with performing other duties and tasks as assigned by the State Administrator, Area Director or any other executive officer.

I, _____, fully understand the above job description. I agree as a Bios Program Coordinator to perform all duties required by the above job description.

Employee Signature

Date

Administrative Witness

Date