



DPAC

DEAF PLUS ADULT COMMUNITY

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Executive Director manages the day-to-day operations of Deaf Plus Adult Community (DPAC) and responsibilities include: to provide successful leadership, promote the organization's mission and values, implement and foster strategic direction along with ensuring that organizational and financial operations are in compliance. The Executive Director reports to the DPAC Board of Directors.

Organization Leadership

- Provides leadership in working with Deaf neurodiverse consumers supporting a Person-centered philosophy throughout the organization.
- Promotes a Deaf-centered approach in strategic planning and logistical implementation.
- Ensures representation of DPAC on workgroups, and taskforce advocating for the Deaf neurodiverse community, supported employment, and legislation.
- Represents the organization advocating for consumers' rights with Regional Centers, along with Program Managers.
- Represents the organization in the greater community to further partnerships, advocacy objectives, programing initiative and community partnership goals.

Board Relations

- Assists and advises the Board on compliance requirements and in overall organizational operations.
- Implements all policies adopted by the DPAC Board of Directors.
- Serves as ad hoc member of DPAC Board of Directors.
- Provides guidance to the Board of Directors on DPAC's Day and Supported Employment Programs.
- Informs the Board of Directors on latest developments of grant and donor managements.

Financial, Administrative and Supervisory

- Manages agency finances and coordinates/carries out fundraising instructions from the Board.

- Produces monthly and annual Financial Reports and participates in yearly multiple audits, ensures the organization remains in compliance.
- Develops and implements administrative plans and procedures defining lines of responsibility, staffing and supervision of the agency and programs.
- Collaborates with HR ensuring DPAC promotes an inclusive work environment and remains committed to addressing any employee issues.
- Implements licensing requests, vendorization for new programs.
- Oversee and manage grants and donor programs.
- In collaboration with other DPAC personnel recruits, screens, interviews, orients, trains leadership staff.
- Conducts performance evaluations for Program Managers and Lead Instructors; collaborates in evaluations and/or disciplinary actions of other staff as needed.
- Ensures any service design changes are approved by Regional Center and maintained at DPAC Administrative offices.
- Ensures annual DPAC licensing inspections are in compliance with the Community Care Licensing Division.
- Secures Purchase of Service Authorizations (POS) from regional centers and authorizations from the Dept. of Rehabilitation and any other payer. Assures participant records and documentation are current and accessible; prepares Quality Assurance protocols for staff and reviews participant records to ensure quality programming.
- Ensures annual DPAC licensing inspections are in compliance with the Community Care Licensing Division.
- Participates in all COVID meetings locally and statewide to ensure the program abides by the Department of Public Health and licensing requirements (as applicable)

Programs and Employee Oversight

- Recruits and trains administrative, consultant and leadership staff for DPAC programs and services. Ensures collaboration among provider leadership to ensure a rich, consistent, cohesive approach with individual participants.
- Oversees the coordination of services for all participants (e.g. staff schedules, Individual Service Plans, and Individual Program Plans, etc.)
- Oversees the maintenance of consumer records (to include assessments, quarterly reports, discharge summaries, etc.) to document the delivery of services to participants in compliance with their Individual Service Plan (ISP)
- Conducts outreach to identify new participants (including presentations at regional centers, city events, businesses, local schools, consumer organizations).

- Is available to work directly with consumers if there's an emergency on-site and/or staff need assistance.
- Participates in consumer annual meetings (ISP) and interdisciplinary (ID) team meetings as necessary.

Values

- Promotes an inclusive Person-centered approach for Deaf-Plus consumers with consultants and leadership staff.
- Ensures participant rights are respected and enforced; oversees the reporting of suspected adult dependent abuse; special incident reports; monitors participant grievances and refers them to the Board President and Regional Center Case Manager and Client's Rights Advocate as appropriate.
- Maintains a Person-centered approach towards Neurodiversity consumers.
- Respects the cultural and ethnic values of each participant including family ties and cultural traditions.
- Ensures deaf-centered perspective is fostered throughout the organization from neurodiverse consumers to families and Service Providers including Circles of Support members.
- Ensures participant rights are respected and enforced; oversees the reporting of suspected adult dependent abuse; special incident reports; monitors participant grievances and refers them to the Board President and Regional Center Case Manager and Client's Rights Advocate as appropriate.

Minimum Qualifications

- Possesses positive energy, professionalism, compassion and integrity.
- Possesses at least a bachelor's degree.
- Three years of prior experience working with the Deaf population in human services, special education or related fields.
- Two years of prior experience in supervisory and administrative management.
- Fluent in American Sign Language and immersed with Deaf culture.
- Demonstrates excellent written communication skills.
- Possesses the ability to work effectively on a multi-disciplinary interagency team, cooperatively with diverse external collaborators (parents, Regional Center staff, generic community based programs, Department of Public Health, and others)
- Demonstrates knowledge of the Regional Center system, the Lanterman Act and the emotional, social, familial, cognitive, training and person support needs of participants.
- Evidence of good leadership, empathy and team building skills.

- Has current TB clearance; certifications in CPR and First Aid; valid California driver's license, clean DMV printout and current automobile insurance.
- Is able to pass a criminal background check and fingerprint clearance.
- Has or is willing to obtain licensure required by the Department of Social Services Community Care Licensing.
- DPAC requires all employees to be COVID19 fully vaccinated prior to hiring.

Preferred Qualifications

- Significant direct service and management/supervisory experience with Deaf people who have developmental disabilities, behavioral issues, and/or are Deaf-Blind

Benefits of DPAC Employment

- Medical and dental health coverage fully paid by employer (for full-time employees)
- 401K Retirement plan
- Generous paid time off program in which benefits increase along with your tenure with DPAC
- All state holidays honored and paid
- All business related mileage reimbursed
- Smart phone provided