



The Ability Center

Director of Community Living

Posting Date: 03/03/2020

The Ability Center (ACT) is a non-profit Center for Independent Living serving seven counties in NW Ohio. With the assistance of competent, professional staff, and the support of volunteers, ACT works for the rights and concerns of people living with disabilities on local, state, regional, and national levels. ACT is an equal opportunity employer that strongly encourages minorities and people with disabilities to apply for all open positions. We offer competitive pay and access to a comprehensive benefit package.

Position Summary:

The Director of Community Living is responsible for the direct management and supervision of Home Accessibility, Assistive Technology & Medical Equipment, and Community Integration programs. The Director will provide leadership and guidance to all programs ensuring they are innovative, accessible, inclusive, and that consumer goals are met. The Director will advocate for resources to support programs both locally and at the state level. They will promote and establish collaborative relationships with community partners who share a similar vision as The Ability Center for creating the most disability-friendly community in the country.

Duties and Responsibilities:

1. Collaborate with management to ensure programs and services are comprehensive and meet consumer needs.
2. Ensure that programs are operating efficiently, consumer focused, and within budget.
 - Ensure the Home Accessibility Program continues to provide programming to underserved populations.
 - Ensure the Assistive Technology & Medical Equipment program provides equipment with the highest consumer impact.
 - Ensure that Community Integration Services are available for adults who wish to set independent living goals.
3. Act as a liaison to grant monitors as well as contract representatives.
4. Work with Program Directors to identify and address concerns related to programming.
5. Work with Program Directors to create a transition plan for youth moving into adult programming.
6. Review consumer goals and confirm independent living goals are measurable and being met in a timely manner.
7. Develop and maintain relationships with community organizations and consumers to expand opportunities.
8. Work with state agencies to ensure funding support for independent living options.
9. May be asked to travel to satellite offices, consumer and community locations, vendor locations, meetings, seminars, and/or professional meetings.

Supervisory Duties and Responsibilities:

1. Meets policy and procedure requirements.
2. Fiscally responsible for department budget.
3. Exhibits problem solving skills/proposes solutions/initiates changes.
4. Ensures key performance indicators set for program outcomes.
5. Demonstrates consistent planning and project management skills.
6. Participates in strategic planning/sets and achieves goals.
7. Leads through adversity/models desired behaviors/builds relationships.
8. Holds employees accountable for quality of work/behaviors/communication.
9. Provides coaching, feedback, and development opportunities for employees.
10. Ensures cross departmental collaboration.
11. Recruitment/Onboarding.
12. Employee Handbook Administration.

Supervision: Direct supervision of one manager (who oversees 4 staff performing home modification and carpentry work) as well as 4 additional staff (performing equipment loan and community integration work).



The Ability Center

Director of Community Living

Posting Date: 03/03/2020

Experience, Education, and Licensure: Prefer candidate have a bachelor's degree in a related field and demonstrated knowledge and application of the Independent Living Philosophy. Applicants must possess at least 3 years' experience developing and/or supervising programs that serve persons with disabilities. Successful experience in the areas of budgeting, grant management, decision-making, project management, performance management, coaching, and supervision are required. Candidates must exhibit excellent communication skills, an understanding of statutes and legislation protecting the civil rights of persons with disabilities and excellent interpersonal skills with the ability to motivate others.

Knowledge, Skills, and Abilities: Good understanding of and commitment to confidentiality as it pertains to this position. Ability to handle stressful situations. Positive attitude towards the needs, abilities, and rights of persons with disabilities. Ability to maintain effective, positive working relationships with all staff, volunteers, and community agencies and businesses.

Essential Physical Demands: The essential physical demands described here must be met by an employee to successfully perform the essential functions of this job. The employee in this position will need to remain stationary for periods of time while working in a workstation, office, or at a desk. The employee will operate/use a phone, computer, copier, and printer. The employee in this position frequently communicates with others and may do so in various ways as able. They may converse, convey, and exchange accurate information via phone, text, written, e-mail, or face to face.

Nonessential Physical Demands: The employee will occasionally move about inside the office to access office supplies, file cabinets, office desk, computer, etc. The employee may frequently move from one office space to another, meeting spaces, and occasionally from one building to another. The employee may have to move office items/equipment weighing up to 15 pounds. The employee may operate a personal and/or company owned vehicle.

Work Environment: The work environment described within this job description will be encountered while performing the essential and nonessential functions of this job. The employee is frequently indoors, may have to go outdoors to move from one worksite to another if able. At times, this position will require extended work hours. The noise level in the work environment is considered low.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All candidates must pass a FBI/BCII background check if position if offered.

Please submit resumes with cover letter to: hr@abilitycenter.org or fax to 419-885-5005