PennReach Northern Regional Director

PennReach is currently looking for a Northern Regional Director to help assist with locations through Fort Lee, Jersey City, Paterson and Avenel NJ. Applicant must be detailed orientated and able to think quickly in difficult situations. Applicant must have at least 6 years of experience working with developmental disabilities and 4 years of supervisory experience. Applicant must have a at least an associate degree; Bachelor's degree preferred. Employee must cooperate with the licensee and Department staff in any inspection or investigation.

RESPONSIBILITIES INCLUDE but are not limited to:

- Monitors and ensures that residential budgets are maintained.
- Audits and monitors with Coordinators/Managers to ensure scheduling of required staff training, as well as relevant seminars, conferences, and additional training.
- Audits and monitors with Coordinators/Managers to ensure accurate "in house" documentation per PennReach Policies and Procedures, NJ State Licensing Standards and Medicaid billing requirements.
- Ensures house and vehicles maintenance at all locations of responsibility.
- Audits and monitors to ensure the accuracy of the disbursement and documentation of individual finances.
- Audits documentation to ensure monitoring of health and medical needs of individuals, including audits of Medication Administration Records, Medical Consults and all follow up.
- Work with Coordinators/Managers to ensure a support network between the individuals and community members.
- Monitors the documentation of each individual's progress and report to and/or provide for Support Coordinator, Guardian/Family Members, State Representatives, Day Program/Employment staff, etc. as appropriate and requested, following agency and state requirements.
- Submits monthly and quarterly written reports covering operational status, as well as individual progress and concerns to supervisor.
- Attend conferences, seminars, and training relevant to the position.
- Participates in IDT meetings & ISP planning/development, as needed to support Coordinators/Managers and individuals served to ensure a team process in providing full services to each individual served by PennReach within their region.
- Routinely audits programs responsible for, ensures corrective actions are taken.
- Monitors financial documents of the service recipients and ensures compliance.

To apply email hjones@pennreach.org