

Roads To Independence
3355 Washington Blvd. Ogden, UT 84401
801-612-3215 - 801-612-3732(fax)

Position Title: Program and Office Director/Manager

Agency Description: Roads To Independence (RTI) is a nonprofit, grassroots, advocacy organization by and for people with disabilities. RTI an active agency looking to assist individuals with disabilities live as independently in the community as possible. Core services include but are not limited to Advocacy, Information and Referral, Life Skills Training, Peer Support, Recreation, Assistive Technology, Youth Services, and Nursing Home Transition and Diversion. We primarily cover Davis, Morgan, and Weber Counties.

Status: Full Time. Some travel required, mainly through Davis, Morgan and Weber Counties. People with disabilities encouraged to apply.

Salary: Based on experience with benefits (typically 22 to 28 an hour).

Reports to: Executive Director

Closing Date: Position remains open until filled by qualified applicant.

To Apply: Email resume and **cover letter** to Roads@roadstoIndependence.org (Please reference “**Manager**” in the subject line of your email or resume) or mail/deliver resume to:

Roads To Independence
Attn: Andy Curry, Executive Director
3355 Washington Blvd. Ogden, UT 84401

Position Description:

The Program/Office Manager oversees and manages all programs and services offered by RTI. Including direct supervision and training of staff, coordinating the daily activities and services, and ensures policy adherence. Program/Office Manager is responsible for and overseeing the preparation and submission of mandated Federal and State reports, fulfilling contractual requirements of the programs and services and the timeline for submission. Also, Program/Office Manager works with staff and the Executive Director to provide individual and systems advocacy on a wide range of issues.

Duties include but not limited to the following:

- Over sees staff and office management.
- Manages staff to ensure program implementation and develops training materials, guidelines, policies, and reports.
- Strengthens the effectiveness of existing core independent living programs. Make recommendations concerning RTI classes, groups and activities, coordinates and facilitates the implementation of services that meet consumer needs.
- Provide information and referral and advocacy services. This requires a familiarity with state and federal requirements and policies concerning people with disabilities and knowledge of community resources.
- Assist consumers and staff to access needed community resources.
- Maintain and develop community partnerships.
- Assists with planning and supports advocacy and outreach campaigns.
- Advocates for consumers individually, in groups, and at a systems change level.
- With the Executive Director implements all phases of new contracts and manages existing contracts, ensuring contract compliance and accurate reporting.
- Shared responsibility for performing other duties as needed such as strategic planning, grant writing, fundraising, and public relations.

- Assist with implementation of staff in-service training and reporting requirements.
- Develops effective resource and knowledge base system for staff.
- Support staff in day to day activities that enable the consumer to be better served, e.g. outreach services, crisis intervention, bus training, community networking, etc.
- Train, supervise, annually evaluate performance and make personnel recommendations to the Executive Director concerning staff supervised.
- Maintaining and performing RTI's quality assurance protocols.
- Monitoring and coordinate maintenance and safe operation of building, the center's vehicles, and activities.
- Work with the Executive Director to maintain, develop, and ensure RTI policy compliance.
- Assist with inventory, ordering supplies, developing outreach materials, etc.

Qualifications and Assets:

- Knowledge of the independent living philosophy, services, goals, disability related laws, and history.
- 4 or more years' experience working with consumers having a wide range of disabilities.
- Experienced in contract monitoring and compliance; preferably with associated state and Federal contracts.
- Bachelor's Degree in related field of Social Work or other Social Services field, Psychology, Education and/or Rehabilitation preferred. Relevant years of experience may be substituted for education requirements.
- Must be highly computer proficient; preferably in Word, Excel, Adobe, and other related web based programs.
- 4 or more years' supervisory experience and knowledge of relative human resource requirements/laws.
- Ability to take initiative, prioritize issues and manage time in a position requiring multi-tasking.
- **Personal experience with a disability preferred.**
- Reliable means of transportation to travel throughout a multi-county service area.
- Proven ability to motivate staff/leadership skills.
- Must have excellent writing skills, experience in writing grants, reports, and advocacy letters.
- Must have an acceptable criminal background check.
- Bilingual abilities a plus.

Miscellaneous information:

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, Roads reserves the right to modify, add or remove duties and to assign other duties as necessary.

Work schedule is usually during business hours but occasionally requires flexibility and is dependent on program needs. Work is typically performed in an office environmentally controlled setting, frequent computer and telephone use and sitting for long periods of time. The position requires traveling in the service area and working flexible hours and occasionally working weekends and evenings.

Roads To Independence is an affirmative action/equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans and people with disabilities are encouraged to apply. Reasonable accommodations will be made for employees with disabilities.