



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Job Description

Job Description for: ACE, A2A & Outreach Program Manager	As of: June,4 2019
Reports to: Life Enrichment Director	Section: Life Enrichment
Classification: Salaried Exempt	Term: Full-time, year-round

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, employment, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork Valley of Colorado and provide programming for individuals with autism of all ages from Aspen to Rifle.

Job Summary: The Program Manager (PM), supported by Program Coordinators, will oversee all non-clinical aspects of the programs including development of program, client and staff schedule oversight, program budget and client billing management, and staff supervision.

Essential Job Functions:

Program Management:

- Responsible for all aspects of program delivery, including development and management of budget, scheduling of services, and staff supervision (described below).
- Responsible for development and planning of recreational, social and other activities. Activities could also include workshops, lectures and other parent enrichment.
- Responsible for development and oversight of Outreach's Early Childhood, school-age and social skills programs.
- Responsible for regulatory compliance; as well as compliance with Ascendigo standards, policies and procedures.
- Responsible for developing and managing contracts and fee schedules with clients, vendors and subcontractors.
- Responsible for coordinating job placement and coaching with the Vocational Manager.
- Responsible for accurate tracking, reporting and billing of labor and other expenses, including service verification with 3rd party funding sources.
- Provide direct support to clients on occasion to provide companionship, behavior therapy, skill building, community and social engagement, transportation and travel, and data collection and progress monitoring. The number of hours may fluctuate in a given week/month.
- Monitor overall program fidelity, including case management, client notes and data collection, compliance with Ascendigo standards, policies and procedures and state/federal regulations, including oversight of incident reports.
- Provide on-call as agreed-upon for emergencies and urgent situations requiring a senior staff person.
- Build and maintain stakeholder relationships in the community, including with schools, businesses, other service providers, etc.

- Draft monthly program reports for boards and board committees and provide general support as requested.

Staff Supervision:

- Responsible for recruiting and retention of nearly all program staff including empowering and inspiring them to shatter expectations, including mentoring, training and performance review.
- Directly manages the coordinators who write the schedules and ensure that the programs have appropriate staff to cover all shifts/appointments. May need to fill in for staff if there is a gap in shift coverage due to assigned staff illness, absence or other unforeseen events, including being on-call.
- Responsible for on-boarding and ensures that all staff completes appropriate orientation and is properly trained before working with clients. This includes oversight of continuing education/training such as mandated training by compliance organizations.

Other Job Duties:

- Fill in direct support shifts, participate in meetings, assist Coordinator in preparing for and leading staff meetings, assist with concierge services for client vacations, may travel with clients if necessary.

Minimum Qualifications: This position should have managerial or supervisory experience or be willing to learn these skills, as well as experience in working with older individuals with autism (18+).

- Knowledge of computers, including email, spreadsheets, basic office software, online shopping, social media which clients use, and knows or is willing to learning and become proficient in technology specific to people with disabilities.
- Knowledge and understanding of adult learners on the autism spectrum.
- Knowledge and understanding of the principles of applied behavior analysis and ability to apply principles in programming and in day to day interactions with clients.
- Ability to apply critical thinking and problem-solving skills to manage a team of professionals and engage in therapeutic intervention with individuals with autism/developmental disabilities.
- Understanding and use of behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of healthy nutrition and basic life skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with clients.
- Ability to handle the personal care of clients with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.

In addition, the Manager,

- Must be age 21 or over and have legal working status.
- Must have a clear background check
- Must maintain a valid driver's license and excellent driving record.
- Must successfully complete required training.

- Ideally would have experience working with individuals with autism and/or developmental disabilities.

Knowledge, Skills, Abilities:

This job requires certifications or successful training completion for CPR/First Aid, RBT, QMAP and Safety Care.