

Position: Assistant Director of Community Living Services Oak-Leyden Developmental Services helps people with developmental disabilities meet life's challenges and reach their highest potential. We are currently seeking a caring individual to join our team as the Assistant Director of Community Living Services.

This position leads, inspires, and directs all aspects of Oak-Leyden's Community Living Services program. The position will oversee twelve 24 hour Residential homes, an Intermittent Living program and a Multidisciplinary Clinic. Additional responsibilities include: budget management, compliance monitoring and enforcement, cost control, direct and indirect employee supervision, intake, quality assurance and policy review.

This position reports to the Sr. Director of Adult Services and directly supervises: QIDP's, Residential Coordinator, Clinic Services Support Staff, and Health Consultants. Indirectly supervises CILA DSP's and Home Managers. .

Submit your resume, including salary requirements, for consideration. Our dedicated, caring team is awaiting your reply.

REQUIREMENTS AND QUALIFICATIONS

Must have QIDP certification, or be eligible to become a QIDP.

Bachelor's Degree

Minimum 5 years of applied managerial experience in the DD field Experience managing and developing people.

Ability to lead, delegate, and work with teams of various backgrounds and experiences, a powerful motivator, and effective coach.

Excellent presentation and interpersonal communication skills.

Problem solving and decision making skills.

Maintain valid Illinois Driver's license, access to a personal vehicle and ability to operate agency vehicle.

Lisa Butero
Oak-Leyden Developmental Services
Recruiter/ Human Resources Specialist
(708) 524-1050 ext. 118