

JOB DESCRIPTION

TITLE: DIRECTOR OF COMMUNICATION SERVICES

ORGANIZATION: REACH

IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

PRIMARY FUNCTION:

Provides overall management, planning and direction to communication assessment, therapy and training services including management of staff, developing/controlling the budget, developing/implementing program policies and procedures, participates in obtaining funds/grant development and coordinates/integrates program with other services at REACH. Provides diagnostic and therapeutic services as needed. Participates as a member of the senior executive team.

PRIMARY JOB RESPONSIBILITIES:

1. To develop, implement and monitor processes pertaining to IEP/IPP development as it relates to communication as required by funding agencies.
2. To establish processes to ensure development and implementation of diagnostic and therapeutic services and identify communication disorders and implement speech and language services following approved procedures.
3. To monitor and evaluate the quality of service provided by professional staff and communication partners.
4. To ensure processes for evaluation of consumer progress; this may include data keeping, daily progress notes and consumer and family feedback.
5. To actively participate in REACH safety programs and provide immediate crisis intervention/emergency assistance to consumers and/or staff members in all settings.

6. To act as liaison with funding agencies, the community at large and REACH program constituencies as it pertains to communication services.
7. To advise the CEO of pertinent information regarding communication services on a regular basis.
8. To regularly schedule and conduct meetings with staff in order to discuss service variables, concerns and to implement new programs.
9. To develop a program of in-service training related to communication for staff that builds staff confidence and ability.
10. To develop a system to monitor communication partners and professional staff at school sites.
11. To establish rapport with other staff members of REACH, community members and organizations by favorably representing the Education Services program in local communities.
12. To present philosophical, organizational, implementation and management strategies to the visitors of the Education Services program through written materials, dialogue and/or tours of program components.
13. To participate in the selection processes for filling staff positions and make recommendations for employment and assignment within programs.
14. To assist and participate in the professional development of staff members through documented observations, trainings and conferences.
15. To develop resources for staff and consumers in the community through networking and fund development.
16. To carry out additional activities as requested by the CEO.

EDUCATION/EXPERIENCE:

Required: Bachelor's degree. Master's degree or above preferred. A professional license to practice speech and language services in California or advanced degree in Communication Disorders and familiarity with Augmentative Communication Strategies. Meets REACH'S Risk Management Standards for transporting consumers.

SPECIFIC SKILLS

A thorough knowledge of the most current issues and strategies surrounding communication training for children/adults with disabilities; a thorough understanding of the concepts surrounding facilitated communication specifically and augmentative communication strategies generally; an understanding of the Developmental Disabilities System in the State of California including all applicable State/Federal regulations and Special Education; ability to successfully manage and direct numerous staff; excellent written and communication skills. the ability to move around the community using some form of transit and the ability to transport others; ability to efficiently communicate to staff, families and the community at large.

OTHER REQUIREMENTS:

Must be at least 18 years of age, successfully complete health and fingerprint screenings, show evidence of current First-Aid/CPR training and complete a Criminal Record Statement prior to employment.

ACKNOWLEDGMENT:

This is to acknowledge that I have received a copy of the REACH Job Description for my job classification and understand that it contains important information on my job responsibilities. I further understand that this job description may change as the needs of REACH change. In addition, I understand that the employment relationship is based on the mutual consent of each employee and REACH. Accordingly, either I or REACH can terminate the employment relationship at will, at any time, with or without cause or advance notice.

Employee

Date

Chief Executive Officer

Date