



Madonna School & Community-Based Services

Co-Director of Adult Services



Applications Due May 15, 2021

Co-Director of Adult Services

Description

Location: Madonna School & Community-Based Services | 6402 N. 71st Plaza | Omaha, NE 68104

Reports to: President

Direct Reports: Assistant Directors of Day Service, Employment Services, Residential & Family Navigation Services, Transition

Internal Peers Include: Co-Director of Adult Services, Director of Administration, Director of Advancement, Director of Education & Child Development, Director of Finance

About the Position:

As a key step in succession planning, Madonna School & Community-Based Services is seeking a Co-Director of Adult Services. The Co-Director is responsible for developing, executing, and continuously adapting a comprehensive plan to advance the Mission and impact of Madonna Adult Services across the Greater Omaha Metro area and the Archdiocese of Omaha. This plan will lead to annual and ongoing growth in program offerings, enrollment, business/community partnerships, giving, volunteerism, and engagement. The Co-Director is responsible for executing this plan through the recruitment, hiring, development, and retention of a caring and professional staff who provide exceptional client service. With proven performance against established benchmarks and timelines, the Co-Director will assume ever-increasing responsibilities over the program as she/he transitions into full leadership as Director of Adult Services.

The Co-Director of Adult Services is overseen by and partners closely with the President and the Board of Directors to ensure all Adult Services are perfectly aligned with Madonna's Mission, brand and strategic vision; partners seamlessly with her/his fellow Co-Director to lead exceptional programs; works collaboratively with internal peers to build a positive and highly engaged culture that reflects Madonna's values; and leads a team of program staff, business and community partners, dedicated volunteers, donors, and supporters who work tirelessly to serve individuals with diverse abilities and their families.

About Madonna:

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, including mild to moderate Intellectual and Developmental Disabilities (IDD) and Autism, through innovative and best-practice programs. Through each program we seek to help Form, Educate, Empower and Employ those we serve so they may achieve their full potential at home, school, work, and in the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools, St. Pius/Leo and St. Robert Bellarmine.
- **Secondary Education** with core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities.
- **Transition** for young adults ages 18-21, with programs focused on developing the career and life skills that are key for a successful transition into adulthood.
- **Adult Services** for adults ages 21+ who are working hard to achieve competitive employment, independence, and community inclusion. Programs include Day Service, Employment Services, Residential Services, and Family Navigation services.
- **Project Search** a 10-month work training program for adults who exhibit work readiness, operated on the campus of UNMC and Nebraska Medicine and in partnership with the Munroe-Meyer Institute.

Founded in 1960 by Sr. Evangeline Randolph, RSM, Madonna School & Community-Based Services has a 60-year legacy of providing best-practice, person-centered programs for youth and adults with diverse abilities. Madonna is the only

organization in the region to provide a seamless continuum of education and services from PK through Adulthood for individuals with mild to moderate IDD and Autism.

Launched in 2015 as a natural extension of the organization's PK-12 School & Transition programs, Madonna Adult Services is fully certified agency provider through Nebraska DD Services. Madonna Adult Services offers a full suite of programs including a Day Service dedicated to Habilitative Community Inclusion, Project Search, VR Milestones, Supported Employment, Independent Living, Supported Family Living, and Family Navigation Services. Madonna Adult Services have experienced significant annual growth due to our belief in community inclusion and our passion to provide meaningful and relevant programs that help each client make consistent progress toward her/his career and life goals. It is Madonna's strategic vision to continue to grow this ministry locally and regionally, while advancing the culture of care, individualization, and professionalism that has always set Madonna apart.

Principal Duties & Responsibilities

- Embrace the Mission of Madonna School & Community-Based Services and the Catholic-Christian values it is founded upon.
- Develop, execute, and continuously adapt a comprehensive Adult Services plan that maps perfectly to the priorities of Madonna's strategic vision and continues to cement Madonna as a local and regional leader in serving adults with diverse abilities.
- Develop, execute, and continuously adapt a comprehensive, best-practice suite of Adult Services in the agency, community, job, and residential settings, including ongoing efforts to guide and support the parents, guardians and other direct caregivers of clients served.
- Develop the annual Adult Services budget, in partnership with the President and Director of Finance, and deftly manage the budget to consistently meet or beat revenue and expense goals.
- Oversee all Adult Services certifications and licensures with state, federal and other governing bodies, including all program reviews, site visits and plans for improvement.
- Oversee all Individual Service Plans, including client programs, schedules, data collection and progress monitoring, to ensure clients consistently meet and exceed their established goals.
- Oversee all program Human Resources and recruit, hire, develop, retain a highly-qualified, professional Adult Services staff, including Asst. Directors, Direct Support Professionals and Job Coaches.
- Develop, strengthen, and grow strategic relationships and partnerships with area advocacy groups, businesses/corporations, community organizations, granting bodies, peers, and policy makers to keep Madonna at the leading edge of innovation and best-practice and to open wider the doors of opportunity for Madonna's clients. Key organizations include but are not limited to Nebraska DD Services - Nebraska VR - NASP - University of Nebraska (MMI, UNMC, UNO) - Project Search - Higher Education Leaders (BU, CSM, CU, MCC, IWCC, etc.) - ASPE - Autism Action Network - The Arc of Nebraska - Disability Rights Nebraska - PTI (Parent Training Institute).
- Oversee all administrative duties, working in partnership with program team members, the Director of Administration, and the Director of Finance where appropriate.
- Lead grant writing efforts to support Adult Services, researching grant opportunities, coordinating grant applications, and compiling grant reports in partnership with the Director of Advancement.
- Assist the President and Director of Advancement with targeted stakeholder cultivation efforts.
- Serve as the face of Madonna Adult Services to the community at large and assist with all program marketing and communications efforts.
- Manage all duties and responsibilities by maintaining regular office hours while meeting the additional demands tied to cultivating and growing strong relationships with both internal and external stakeholders.

Knowledge, Skills and Abilities

- Be a self-starter, willing to learn new skills and take on tasks at any level to achieve goals.
- Be organized and goal-driven, exhibiting follow-through on tasks and achieving goals.
- Be a collaborative leader, exhibiting the ability to highly engage, motivate and build positive relationships across a wide array of stakeholder groups, including but not limited to: Board, President, internal peers, clients, families, volunteers, donors, businesses, and community partners.
- Exhibit strong interpersonal, writing, and communication skills.
- Exhibit mastery of Adult Services, including research-based best-practice in person-centered care and the state and federal systems which oversee and fund Adult Services in Nebraska.
- Exhibit knowledge and experience to assist with program advancement, including but not limited to marketing and communications, grant development and management, and donor cultivation.
- Exhibit proficiency in core office applications such as Microsoft Excel, Word, PowerPoint and Outlook, Google Docs. Proficiency in core DD Services applications, such as Therap and Tellus, preferred.

Education and Experience

- Bachelors with related professional certifications required, Masters or Doctorate preferred.
- 10 years minimum experience in serving young adults and adults with IDD and Autism, including 5 years minimum management/leadership experience.

Physical Demands & Sensory Abilities

- Ability to drive to multiple work settings across the community.
- Must possess a valid Driver's License.
- If selected, must have permanent use of an automobile that is properly insured.
- Ability to navigate, walk through and provide support in various work settings across the community.
- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel and grasp objects.
- Some crouching, stooping, kneeling, bending, and twisting of the body required.
- Ability to lift and/or carry supplies and/or papers weighing no more than 50-75 lbs., which could include lifting and turning clients.
- Physical, visual, and auditory acuity are required for this position.
- Background check and Safe Environment Certification required before beginning employment.

Work Environment

Highly variable, occurring in the agency, public, and work settings across the community, which requires an ability to quickly learn and adapt appropriately to each environment.

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Salary and Benefits

Competitive, commensurate with experience and other qualifications.

Application Instructions

Applications due May 15, 2021. Qualified applicants will be considered until the position is filled.

Applications should include:

- Cover Letter
- Resume
- Professional Philosophy
- Copies of all College Transcripts and relevant Professional Licenses or Certifications
- 2-3 Letters of Recommendation
- Additional 3-5 Professional References

Qualified applicants, please forward your completed application to Tabitha Keating, Director of Administration, at tkeating@madonnaschool.org.

For questions about the position, contact Jon Burt, President, at jburt@madonnaschool.org or 402-556-1883 x127.