



Director Adult Services *Job Description*

Job Classification: Exempt, Full-time

Work Schedule: As negotiated

Reporting Relationship: Chief Administrative Officer

The Director of Adult Services provides leadership, oversight, and strategic direction for Capper Foundation's Adult Services programs, including Day, Residential, and Employment Services. This position is responsible for ensuring services are person-centered, high-quality, financially sustainable, and compliant with applicable federal, state, local, and organizational requirements. The Director supports the mission, vision, and values of Capper Foundation by demonstrating genuine respect for diverse perspectives and lifestyles, recognizing individual strengths and abilities, promoting informed choice and self-determination, and supporting individuals in achieving meaningful outcomes within their communities.

Major Duties:

Program Leadership and Operations

- Provide overall leadership and oversight of Adult Day, Residential, and Employment Services.
- Develop, coordinate, monitor, and evaluate Adult Services programs to ensure services meet the needs, goals, preferences, and person-centered plans of individuals supported.
- Ensure services are provided in accordance with Capper Foundation policies, procedures, contractual requirements, and applicable federal and state regulations.
- Provide leadership, supervision, coaching, and evaluation of Managers and other assigned staff.
- Conduct regularly scheduled supervision meetings with direct reports.
- Facilitate regularly scheduled Adult Services management team meetings to promote communication, accountability, and consistent practices across programs.
- Monitor web-based systems, including Therap, KDADS portals, CDDO systems, and other applicable platforms, to ensure information regarding individuals supported and services provided is current and accurate.
- Notify appropriate staff and leadership when documentation inaccuracies, compliance concerns, or service deficiencies are identified and ensure appropriate corrective action occurs.
- Ensure restrictive interventions and psychotropic medications are reviewed, documented, and approved through applicable Human Rights and/or Behavior Management Committee processes as required.
- Monitor the development and implementation of Person-Centered Support Plans (PCSPs), Individual Support Plans (ISPs), BASIS assessments, and other required service documentation.
- Work collaboratively with individuals supported, guardians, families, case managers, CDDOs, MCOs, and other stakeholders to resolve service concerns and promote positive outcomes.
- Ensure Direct Support Professional (DSP), Program Coordinator, Supervisor, and other applicable employee performance evaluations are completed according to agency procedures.
- Review disciplinary and counseling documentation and provide guidance to supervisory staff regarding employee performance and corrective action.



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- Participate in internal and external committees, workgroups, and community meetings.

Quality, Compliance & Licensing

- Maintains current knowledge of KDADS regulations, HCBS Final Rule requirements, CMS guidance, and other applicable state and federal regulations affecting IDD services.
- Stakeholder engagement through regular participation in a variety of statewide and local conference meetings.
- Must be highly proficient with technology and data systems including Microsoft Office Suite (advanced Excel, Word, Outlook, PowerPoint), electronic health record/documentation systems (Therap), KDADS web-based portals, HCBS systems, and other regulatory and operational software. Utilizes technology to analyze trends, monitor compliance, and improve operational efficiency.
- Develop, review, update and collaborate on the training of staff on policies and procedures.
- Plans, implements and maintains comprehensive quality programs that comply with federal laws, and state licensing requirements.
- Periodic audits and monitoring of services provided in accordance with agency policies and Article 63-Developmental Disabilities- Community Services regulations.
- Ensure staff and management are aware of and comply with pertinent federal and state requirements.
- Coordinates and oversees the organization's IDD licensure process in partnership with the CAO, Directors, Managers, and the South Central (SC) leadership team, ensuring all licensing requirements, corrective actions, timelines, and documentation are completed accurately and on time.
- Utilize licensing recommendations and satisfaction surveys for identifying strategies to address areas of concern.
- Identify, investigate, and resolution follow up of potential or actual instances of noncompliance.
- Ensure all day centers and residential locations are in compliance with the HCBS Settings Final Rule requirements.
- Utilize web-based systems (Therap/CDDOs) to monitor staff documentation and information about individuals supported is current and accurate. Notify appropriate parties when inaccuracies exist.
- Monitor that individuals supported restrictive interventions and psychotropic medications have been reviewed and approved by the Human Rights/Behavior Management Committee prior to implementation.
- Provides education, coaching, and technical assistance to Directors, Managers, Supervisors, and Direct Support Professionals regarding regulatory requirements, documentation standards, and best practices.
- Performs other duties as assigned in support of the organization's mission and quality objectives.

Qualifications:



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- Five (5) years of experience in quality, compliance, operations, or program management within I/DD services, HCBS programs, KDADS-licensed providers, aging services, or other healthcare or human service organizations.
- Bachelor of Science or Associate degree is preferred.
- Proficient personal computing skills, including proficiency with Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Ability to work effectively under deadlines managing several assignments simultaneously.
- Excellent written and verbal communication skills with the ability to communicate with and interact effectively with internal and external contacts.
- Read, write and speak fluent English.
- Pass background checks and drug test per Capper Foundation procedures.

Physical Demands:

- Regularly required to speak and hear.
- Regularly required to sit, stand, walk, reach and use hands.
- Ability to read computer screens for an extended period of time.
- Able to lift up to twenty-five (25) pounds.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date