

The Arc Noble County Foundations

Job Description

Position: Community Life Director

Supervisor: Chief Executive Officer

Job Summary: The Community Life Director (CLD) for The Arc Noble County Foundations will assist the CEO and Community Career Director (CCD) to develop and manage innovative programming to support individuals in services to live their best lives. The position will direct facility and community operations, ensure that all funding is utilized and that the day-to-day facility and community operations run smoothly, including PAC & Respite services.

Essential Job Functions: The CLD, under the direction of the CEO, will direct programming and staffing at The Arc Noble County Foundations, to include, but not limited to, the following duties:

- Direct movement away from The Agency's over reliance on the Special Wage Certificate including collaboration with experts/other managers and by creating myriad programming options for individuals in service;
- Ensure the health and safety of employees and individuals in services. Assist in the maintenance of the facility. Schedule vendors as needed to ensure a safe work environment;
- Monitors safety and reports issues to the CEO;
- Routinely completes safety drills, inspections, and trainings, etc. by the 15th of each month;
- Lead monthly safety inspection discussions with the groups that complete the safety inspection;
- Complete a bi-monthly accessibility check by the 15th of each even number month;
- Assist individuals to remain healthy and safe;
- Strive to provide services that support all individuals to be affirmed, supported, and encouraged to grow with dignity and respect in all arenas of their lives;
- Assist in Mentoring Self Advocacy efforts by increasing individuals competencies and mentoring the self-advocate group;
- Assist the CCD in creating curriculum and resources to support each person to learn, know and exercise their rights;
- Connects with possible community connections and partnerships for special event guests and special event locations;
- Schedules special event guests and guest speakers
- Assist with and planning and executing special events with CCD after approval from CEO;
- Review and submit PAC/Respite DSP providers' narratives by ensuring they are received in a timely matter and are completed correctly;
- Review and submit expense reports from your direct reports by ensuring they are received in a timely matter and are completed correctly;

- Provide assistance for any missing training documentations and HR file documents;
- Provide each PAC/Respite DSP provider with their remaining hours to bill on at least a bi-weekly basis;
- Provide yearly evaluations for each direct report;
- Offer staff assistance and ideas of ways to assist individuals to reach their goals by coming up with new ways to reach a goal when current process isn't working or showing improvement;
- Develop and nurture a relationship with each individual by advocating on the person's behalf, as well as supporting the person to advocate for themselves;
- Support each person to learn, know and exercise their rights;
- Assist in reviewing, planning, proposing, development and implementing existing and new policies and procedures, activities and endeavors at The Arc Noble County Foundations;
- Work with all agency's employees to facilitate the planning, development and implementation of person-centered plans;
- Manage personnel by interviewing, hiring, evaluating, supervising, terminating, training, and helping to develop the most qualified individual;
- Oversee and provide staff training and supervision to ensure that staff provides quality, individualized support according to current best practice, regulations and The Arc Noble County Foundations' policies and procedures;
- Recommend ideas of trainings for individuals to CCD & CEO;
- Recommend ideas of trainings for staff to CEO & CCD;
- Ensure current state licensing and certification rules and regulations, accreditation requirements and agency policies and procedures are followed;
- Ensure HR files are being kept updated (required documents, necessary documentation, trainings, etc);
- Know and understand relevant professional and ethical guidelines;
- Provide input for budget development and implement program budgets; ensure programs stay within allocated budget, follow policies and procedures for procurement;
- Participate in internal quality reviews or external reviews by various entities and regulatory agencies. Develop a plan of accomplishment in response to reviews and surveys and ensures compliance to regulations;
- Provide direct service coverage as needed to meet budget requirements, including transportation, in emergency situations, when staff shortages occur, or when budget constraints necessitate;
- Serve on various committees as needed;
- Work irregular hours to accomplish workload; and
- Complete additional duties as assigned.

Education and/or Experience

- Must have a high school diploma, but a bachelor's degree in management, business or other related field would be beneficial.
- Experience working with individuals with disabilities. Experience in health care, supervision, staff development or project management would be valuable.
- Supervisory experience or the willingness to learn through day to day experience.
- Must be 18 years of age, or older.

Certificates, Licenses or Registrations

- As applicable, must possess a valid driver's license and good driving record as defined by The Arc Noble County Foundations policies.
- Access to vehicle in sound operating condition and proof of current auto insurance.
- Clear background checks and certifications as defined by regulations and policies.
- Must pass Passenger Assistance Training (PAT) if driving agency vehicles (if applicable).
- Must pass, obtain, and maintain the Home & Community Support Professional Certificate through the Indiana Family & Social Services Administration.
- Must complete and pass any trainings as specified by the agency.

Physical Demands

- Ability to lift at least 50 pounds,
- Ability to do daily standing, bending, and lifting,
- Ability to sit for long periods of time, and
- Ability to secure wheelchairs in accessible vehicles.

Other Competencies (skills, abilities, behavior) - The successful candidate:

- Manages diverse relationships;
- Is action oriented;
- Demonstrates the ability to communicate adequately in English in order to complete required forms and reports of provided services and follow oral and written instructions;
- Possesses math skills and the ability to learn the budget process;
- Demonstrates the ability to provide services according the individuals' PCISP or plan of care and to support individuals to achieve their personal dreams and desires;
- Demonstrates the willingness to accept supervision and to work and communicate effectively with individuals, parents, guardians, co-workers, representatives of the community and other services providers;
- Demonstrates an interest in and empathy for individuals;

- Must have the ability and willingness to successfully complete and apply training;
- Must have flexibility with respect to hours of work and changing conditions;
- Must possess analytical skills, have the ability to creatively approach problem solving, have good moral character, have maturity and the ability to work independently, have respect for differences in people and have the ability to value and support each person's desires;
- Embraces the mission and vision and core values of The Arc Noble County Foundations;
- Demonstrates leadership qualities, with good management and organizational skills, including an ability to work collaboratively and develop the skills of others;
- Is proficient in computer skills, including the Microsoft Office Suite.

Created January 13, 2022 by the CEO. Revised February 3, 2022 with additional specifics by the Agency Operations Director. The Physical Demands section was revised as required by the Indiana Department of Transportation 5310 Program Review Final Report dated December 27, 2021 by the CEO. Revised by the CEO, December 15, 2023 by the CEO. Revised by CEO 1/30/2025 to reflect addition of PAT training. Updated by CEO 07/30/2025 to add requirement of HCSP certificate, trainings specified by the agency, and PAT training as applicable. Updated by CEO 02/02/2026 to include duties previously under PAC manager and Community & Safety Coordinator, and to more specifically list current duties.