



## **Community Director (CD) – Hudson Community Living Company**

(Full Time Exempt Salaried Position)

Hudson Community Living Company (HCLC) is a unique, new community-accessible neighborhood designed for individuals with developmental disabilities to help support their quality of life and increase independence. This is an exciting ground floor opportunity! Based in Hudson, OH - See our website: [www.Hudsoncommunityliving.com](http://www.Hudsoncommunityliving.com).

### **Overview**

The Director of the community for adults with developmental disabilities is responsible for overseeing and managing all aspects of the community to ensure the well-being, safety, and quality of life for its residents. This role involves providing leadership, supervision, and coordination of staff, as well as collaborating with residents' guardians for Care providers schedules. The Director will work closely with an Assistant Director, Chef, and a team of Resident Advisors to create a nurturing and inclusive environment that promotes independence, personal growth, and community integration.

### **Education, Experience and Training:**

- Bachelor's degree in a relevant field (e.g., social work, psychology, special education, healthcare administration). A master's degree is preferred.
- 5+ Years experience in a leadership or management role within a similar scope, preferably with adults with developmental disabilities.
- Strong knowledge and understanding of developmental disabilities, person-centered approaches, and best practices in care and support.
- Excellent communication, interpersonal, and organizational skills.
- Ability to collaborate effectively with staff, residents' guardians, community partners, and regulatory authorities.
- Previous experience in developing and managing budgets with strong financial acumen.
- Demonstrated ability to lead a team, make informed decisions, and manage complex situations with sensitivity and empathy.
- Knowledge of relevant laws, regulations, and licensing requirements related to community-based services for individuals with developmental disabilities.

### **Roles and Responsibilities:**

#### **Leadership and Management:**

1. Develop and implement HCLC Board approved strategic plans, policies, and procedures to achieve the community's mission and goals.
2. Advocate for the rights and inclusion of individuals with developmental disabilities within the broader community and promote its positive impact on the community.
3. Provide leadership and supervision to the Assistant Director, Chef, and Resident Advisors, fostering a positive and supportive work culture.
4. Conduct regular staff meetings, performance evaluations, and professional development opportunities for staff members.
5. Collaborate with the Assistant Director to ensure effective coordination and communication across all departments.

6. Maintain residents' records in a secure manner with consideration of HIPAA rules.
7. Review and confirm acceptability of HCLC bills, contractor billings, etc.
8. Manage, supervise and lead HCLC staff. Screen, hire and train staff.
9. Be point of contact for all outside agencies and contractors regarding resident support at HCLC.
10. Ensure clear, mutual understanding of relative role & responsibilities between HCLC staff and residents' care providers (direct support professionals).
11. Professional communication and regular meetings with:
  - a. Residents (daily - optimal)
  - b. Parents or Guardians (as needed individually but at least one time annually)
  - c. RAs (daily - optimal)
  - d. Assistant Director – daily handoff with insights for the day
  - e. Chef – Understand resident dietary needs, agree on meal plans, and manage food/supply purchases and costs.
  - f. HCLC Board and committees

### **Resident Life Management Support:**

1. Have schedule flexibility to optimize interaction with residents at different points of their day to include some holidays, evenings, and weekends.
2. Initiate check-ins with residents, staff, and Direct Service Professionals (DSPs). Provide assistance as needed.
3. In collaboration with and as a secondary support to DSPs and families, coach and guide residents on personal, social, and living skills.
4. Facilitate and encourage problem-solving and decision-making. Mediate issues as needed.
5. Work closely with the RAs to ensure resident safety and to promote strategies that foster independence, skill development and social interaction.

### **Resident Entertainment, Enrichment, Education (EEE):**

1. Develop and maintain partnerships with local organizations, businesses, and service providers to facilitate community integration opportunities for residents.
2. Oversee the development and implementation of recreational and social activities, vocational training programs, and educational opportunities tailored to residents' interests and abilities.
3. Work with our social and community outreach chair to research and inform residents/family members about community events including Empower Sports, Special Olympics, Hudson City activities, and other recreational, educational, and leisure programs.
4. Collaborate with local authorities and regulatory bodies to ensure compliance with applicable regulations and standards.

### **Financial Management:**

1. Develop and gain HCLC Board approval of all budgets.
2. Following HCLC guidelines, manage the community's budget ensuring fiscal responsibility and efficient allocation of resources.
3. Manage financial operations, including billing, invoicing, and procurement.

### **Property Management:**

1. Provide general oversight of safety, physical operations, and maintenance of the HCLC. The HCLC board will support identifying contract service providers.

2. Coordinate and communicate with property service providers and residents on preventive/actual maintenance and property services (i.e., lawn care, snow removal, trash removal, pest control, backflow testing, fire sprinkler testing, etc.)
3. Screen, initiate and facilitate maintenance work orders.

**Network with partnering organizations:**

1. Establish partnering relationships with other organizations.
2. Provide residents and families with referrals to such organizations and outside resources.
3. Notify residents/families about programs & seminars.
4. Ensure continual partnership/engagement with the community and City of Hudson.

**Benefits**

- Full Time Exempt Salary compensation (comparable to industry standards)
- Health Care: reimbursement plan for primary medical and dental premiums or expenses (\$300/mo. individual or \$500/mo. family)
- Simple IRA elective match up to 3%
- PTO 24 days per calendar year accrued from start date (holiday/vacation/sick days)

**Employment Requirements**

- CD candidate must pass a BCI and/or FBI background screening (expenses paid by HCLC).
- CD must become a HPC (Homemaker Personal Care) certified provider beginning certification within 2 months of start date (expenses paid by HCLC).
- CD must possess a valid Driver's license, vehicle liability insurance, and have a good driving record.

**Interested candidates please include a resume, letter of interest (to include salary expectations) and contact info to [jobs@hudsoncommunityliving.com](mailto:jobs@hudsoncommunityliving.com).**

