



## **QIDP (formerly QMRP)/Administrator (San Rafael)**

ABLE (A Broader Living Experience), a non-profit, family friendly group home in San Rafael is the wonderful result of 20+ years of efforts started by a group of parents that came together to form a plan for the future. The current family members and strong advocates are actively involved in ensuring a positive experience for all. Our home is located on an acre in a peaceful, natural setting.

ABLE is seeking a strong leader with vision to carry on in the spirit of its founders. The primary responsibility is the development, implementation and coordination of services provided to our residents both within the home and with outside agencies. The QIDP/Administrator will coordinate and supervise the work of the house manager, nursing and other consultants as well as overseeing full and part-time direct care staff. The QIDP/Administrator will work closely with the Board of Directors and families of our residents to ensure their health, safety and quality of life.

Our ideal candidate is someone who enjoys finding creative solutions to challenges. The QIDP/Administrator will find support available from a myriad of resources to achieve goals. Resources include long-time staff, families and the many professional consultants who have worked with ABLE over the years.

### **REQUIREMENTS:**

- Bachelor's degree or higher in a human services field
- Strong interpersonal and organizational skills are a must
- Management, administrative and budgeting experience are needed for this position
- A minimum of one year experience with persons with developmental disabilities--- professionally or in a volunteer position
- Experience in the professions of teaching, nursing, counseling and therapy are all pluses

### **ADDITIONAL SKILLS CONSIDERED AS STRENGTHS:**

- Supervisory experience and ability to manage and schedule 24 hour staffing
- On-call experience
- Knowledge of Title 22 California Health and Safety Code Regulations which apply to ICF-DD/H facilities.
- Ability to think creatively and problem solve to meet goals and deadlines
- Leadership skills that inspire and motivate staff and coworkers
- Excellent verbal and written communication skills
- Good computer skills using Microsoft Office, especially Word and Excel
- Conflict resolution ability

To apply, please send a resume and cover letter to [25deanza@att.net](mailto:25deanza@att.net), with the subject line including your name and QIDP Position. No calls, please. Thank you.