



Special Abilities of North Texas is a 501(c)(3) charitable nonprofit organization that provides the highest quality care, training, and support to adults with special needs, giving them opportunities to succeed in life, family and the community, while offering respite to their caregivers.

We provide basic care needs and life skills training to citizens with disabilities such as Down syndrome, autism, cerebral palsy, Asperger's, traumatic brain injury, and other intellectual and developmental disabilities. Our clients span across Denton, Tarrant and Dallas Counties and come daily to either of our two training centers in Lewisville or Flower Mound.

## **JOB DESCRIPTION**

**Job Opening:** Program Manager

**Reports to:** President/CEO and Director of Program Services

**Collaborates with:** Flower Mound Campus Program Coordinator

**Direct Reports:** Program Assistants as assigned, Custodian

**Location:** Lewisville, Texas

**Compensation & Benefits:** Paid holidays, vacation time and health benefits available.

**NOTE:** Submissions without salary requirements will **NOT** be considered.

**JOB SUMMARY:** Assists with and directs daily program of activities, lesson plans and exercises; assists volunteers and coordinates volunteer services; coordinates Community Inclusion and social activities and services for students and clients. Follows the Mission, Vision, Philosophies, Policies and Core Values of Special Abilities of North Texas. Maintains a positive attitude and communicates effectively with staff, vendors, board, visitors, clients, parents, families and caregivers. Must be available between the hours of 7:00 AM and 5:30 PM Monday through Friday. Regular hours are 7:00 AM to 3:30 PM Monday through Friday. Overtime required as needed.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Plans and implements daily individual and group lessons, instructions, activities and exercises in accordance with Special Abilities of North Texas' mission, goals

and philosophies. These should align with the 5 Program Pillars for the organization and annual goals.

- Maintains required records, reports, and files according to program policies and procedures. This includes accessing and recording each client's activity preferences, abilities and developing a plan for individual activities based on data collected.
- Accesses and records each client's social needs.
- Serves as a liaison between client and family/caregiver or other professionals to assist client in obtaining goals as specified on plan of care.
- Maintains required records, reports, statistics and files according to program policies and procedures.
- Ensures that all client services are conducted in a safe manner using principles of quality assurance and infection control.
- Attends care plan conferences and staff meetings as scheduled.
- Performs other duties as assigned.

**Working conditions:** Pleasant, well lighted, air-conditioned work environment.

**PHYSICAL REQUIREMENTS:**

Physically able to assist clients with transfers and ambulation.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be able to communicate and deal with behaviors exhibited by clients including those that show varying degrees of intellectual and developmental disabilities.
- Must demonstrate proper body mechanics in client transfer and ambulating assistance and able to lift.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Must be able to communicate in English effectively, both written and verbal.
- Must have or acquire CPR and First Aid certifications.
- High school graduate or equivalent and have:
  - A bachelor's degree from an accredited college or university plus 1 year of experience working with people with disabilities or;
  - 60 semester hours from an accredited college or university plus 2 years of experience working with people with disabilities.

Submissions without salary requirements will **NOT** be considered.