



CHAMPAIGN RESIDENTIAL SERVICES, INC.  
Job Description

JOB TITLE: **Program Administrator I**

SUPERVISOR: President and/or Director of PAs

CLASSIFICATION: Exempt Salaried (Full Time)

SUPERVISES: Program Specialists, Support Managers, Support Specialists

**BASIC FUNCTIONS:**

Shall be responsible for the supervision and service coordination to those individuals served by CRSI who live in the community. Shall maintain necessary relationships with parents, family members, staff, professionals, support persons, community members, etc. in order to provide quality services to consumers. Shall have working knowledge and experience with various community agencies providing assistance to persons with disabilities.

**PRIMARY RESPONSIBILITIES:**

1. Responsible for coordinating all service areas for consumers residing in the community, under the supervision of the President/Director of PAs.
2. Ensure compliance of all current rules and regulations established by ODDD, ODH, ODHS, CARF, ADAMAS and all other authorities that may dictate standards of operation.
3. Provide direct supervision of professional staff and indirect supervision of direct care staff.
4. Participate in training in appropriate areas and coordinate training of direct care and professional staff.
5. Coordinate and conduct staff meetings as needed to provide support and services to consumers.
6. Assist in the development of policies and procedures.
7. Coordinate the hiring process of direct care and professional staff.
8. Participate in the provider selection process as set up by the individual county boards and consumers.
9. Assist the President/Director of PAs in expanding services to other regions.
10. Any other related duties as deemed necessary by the President/Director of PAs.

**QUALIFICATIONS:**

A minimum of a Bachelor’s Degree and/or 5 years’ experience in Business Administration, Special Education, Social Work Rehabilitation, or other related field. Must be highly motivated and able to work with little supervision. Must be able to manage an operational budget.

**PHYSICAL DEMANDS:**

This position may require some standing and walking and travel to various work locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment for this position is generally quiet and free from risk of injury and environmental hazards.

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Signature

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Date