



Assistant Director - Richmond

The mission of Dominion Youth Services is to enrich the lives of the people we serve by instilling in them a belief that they have the capabilities to achieve their goals. We provide programs that allow individuals to develop the skills necessary for success. Our staff are supportive and caring individuals who are trained to carry out our mission. We strive to be the premier provider of a broad array of services to include mental health, education, intellectual disabilities, and autism.

Job Duties and Responsibilities

- Assist Dominion Waiver Services' (DWS) Program Director with program development and fiscal growth statewide.
- Assist DWS' Program Director in developing operating policies and procedures.
- Maintain oversight and development of billing procedures and funding sources.
- Ensure all Medicaid, licensing and other required regulations are followed.
- Supervise staff as needed to ensure employee growth and development and to address employee concerns.
- Participate in the development of marketing materials and strategies to promote organizational growth.
- Interview and hire staff as needed.
- Maintain contact with Program Director on at least a weekly basis to discuss updates, progress or concerns.
- Oversee and direct procedures related to opening new locations
- Lead staff meetings and trainings as needed.
- Complete all required documentation and review all staff documentation for quality assurance.
- Participate in conflict resolution with parents/caregivers, Medicaid and Dominion Waiver as needed.
- Participate in trainings and continuing education activities at least twice a year.
- Adhere to all policies and procedures and complete other tasks deemed necessary for the successful operation of the program.
- Maintain professional and ethical standards at all times.
- Assist Director with other duties as assigned

Position Requirements

A minimum of Master's degree in social work, education, business, sociology, psychology, health care or other related field along with at least one year experience working with individuals diagnosed with disabilities and a minimum of one year of experience in an administrative capacity. A valid Virginia Driver's License is required for employment.

How to Apply

Please send cover letters and resumes jillian@dominionwaiver.com.

DYS is an Equal Opportunity Employer