



Program Coordinator - Roanoke

The mission of Dominion Youth Services (DYS) 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

- Represent DYS in a positive and professional manner both internally and externally.
- Lead a team of professionals in all services offered in the area.
- Serve as an administrator of daily operations by assisting with planning, organizing, staffing, directing, managing, and evaluating all services provided. Assist with the interviewing, selection, and training of staff through ongoing assessment of job performance.
- Assist in maintaining compliance with Licensure, Medicaid, Department of Social Services, and all applicable local, State, and Federal regulatory standards as directed by immediate supervisor.
- Assist with assuring that the community's need for services is being met, via the referral and intake process, by maintaining positive relationships with referral sources and related stakeholders through regular visits and communication.
- Responsible for assisting the team with staff development, training, and evaluation and assuring that employee files are in compliance with company policy.
- Remain knowledgeable of effective treatment modalities, and attend training as needed.
- Assist staff with assuring continuous improvement in the quality of care and corresponding documentation to include the development of Individual Service Plans, helping to initiate and participate in treatment teams, and helping with the management of outcome measures (i.e. effectively using satisfaction surveys and other tools).
- Responsible for assuring that all required documentation, including tracking of progress towards treatment completion, is in the medical record within the required time frame.
- Adhere to all DYS policies and procedures and complete other tasks which may be necessary for the successful management of the program.

Position Requirements

- Meet the criteria of a Qualified Mental Health Professional (QMHP)
- At least two years of supervisory experience
- Three years' experience working with individuals diagnosed with disabilities
- Bachelor's Degree in Social Work, Sociology, Psychology, or other Human Services related field; Master's Degree preferred
- Must hold a valid, current Commonwealth of VA Driver's License

How to Apply

If you are interested in joining our team, please send cover letter and resume via email to jillian@dominionwaiver.com in order to be considered.

DYS is an Equal Opportunity Employer