

Full Time Day Habilitation Administrator/Director

August 2022

JRI/ Berkshire Meadows is currently looking for a Day Habilitation Administrator to oversee the Coleman Center DayHab. The Administrator manages the day-to-day activities of the program and all business operations; works with DDS, DMA and related agencies; monitors compliance with all applicable laws and regulations governing the program; implements the program's policies and procedures; allocates resources and program planning. The Administrator ensures that program services are delivered in a respectful manner, enabling individuals to make choices and decisions, develop positive relationships, and establish membership in their communities.

This is a full time position and the hours are 8am-4pm, Monday-Friday. Must be available for an occasional, 7 AM start shift.

QUALIFICATIONS:

Minimum of bachelor's degree human services or a related field and at least two years administrative and supervisory experience in health care management. Minimum of three years direct service experience with persons with developmental disabilities. The ability to communicate effectively, both orally and in writing and the ability to develop and maintain relationships with other public and private agencies is required.

Apply online at: <https://berkshiremeadows-jri.com>

E-mail your resume to: bmwjobs@jri.org

Stop by to fill out an application:

249 North Plain Road (Route 41)
Housatonic, MA 01236

Call: Kara Smith at: (413) 528-2523

Join our team and work for one of the Best Employers in the Berkshires.

We look forward to meeting you!