

Job Title: Program Manager - Explorers Adult Day Program

Status: Full-time/Exempt

Reports to: Sr Director of Programs

Location: 5755 W Alameda Ave, Lakewood, CO

Schedule: Monday – Friday, 8am-4pm, with flexibility to meet program needs

Annualized Salary – \$45,500 – \$48,000

General Purpose:

For almost 100 years, Easterseals Colorado, a non-profit organization, has worked tirelessly to enhance quality of life and expand statewide access to healthcare, education, and employment opportunities. Through our programs and services, we are empowering people with disabilities, families, and communities to be full and equal participants in society. We will not stop until every one of us is valued, respected, and accepted.

Easterseals Colorado is seeking a full-time Program Manager to oversee the administration, coordination, and quality of services provided through the Explorers Adult Day Program. This role ensures high-quality program operations, health and safety standards, participant engagement, and compliance with applicable regulations while supporting individuals with intellectual and developmental disabilities to live with equality, dignity, and independence. This work will be performed at the facility located in Lakewood, CO.

Essential Duties and Responsibilities:

- Coordinates and implements a high-quality adult day program and maintains an ongoing evaluation process for program operations and staff performance.
- Ensures participant safety through accurate attendance tracking, and safe handoffs during arrivals, departures, and community outings.
- Coordinates daily staffing and provides hands-on program and direct-care support as needed.
- Oversees participant applications, admissions, denials, and evaluations, and coordinates ongoing communication and follow-up with participants, caregivers, parents, and case management agencies and case managers. .
- Performs and oversees monthly Medicaid billing and ensures timely and accurate submission.
- Monitors and analyzes assigned items against approved budget and makes recommendations to ensure budget expectations are met. Accounts for all program receipts in a timely manner.
- Supervises, coaches, and supports staff development and performance.
- Promotes program activities and engages staff in creating meaningful experiences for participants.
- Promotes the program through community outreach and builds relationships with participants, families, referral sources, and community partners Ensures compliance with Medicaid requirements, state regulations, agency policies, and program standards.

- Oversees medication storage, administration, and documentation in accordance with agency policies and applicable requirements.
- Ensures participant care plans, service documentation, and incident reports are accurate, current, and completed on time.
- Serves as a role model for all staff, demonstrating positive behavior, enthusiasm, and professionalism.

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this position

Qualifications:

- Associate degree or a minimum of two years of experience working with individuals with disabilities; bachelor's degree preferred.
- Supervisory experience required. Staff training experience preferred.
- Has a valid Colorado driver's license and the ability to drive.
- Must be able to pass all State and Federal background checks along with an MVR.
- Certification in CPR/First Aid and Medication Management (QMAP) (or ability to obtain certification within 3 months of employment).
- Ability and willingness to communicate effectively in written and verbal formats.
- Ability to solve problems and handle emergencies.

Benefits Offered:

- Medical, dental, and vision insurance
- Flexible Spending Account (FSA) and Health Savings Account (HSA)
- Retirement plan
- Employee Assistance Program (EAP)
- Paid holidays
- Paid time off (PTO)

Physical Requirements of This Position:

This position requires medium work, involving exertion of up to 50 pounds of force consistently, up to 30 pounds frequently, and up to 10 pounds constantly to move objects. Additionally, candidates must possess the ability to drive as part of their duties.

Reasonable Accommodation Statement:

At Easterseals Colorado we are committed to providing equal employment opportunities and fostering an inclusive environment. If you require reasonable accommodations to perform the essential functions of this position, please contact Melissa Angel, Chief People Officer.