

**Position:** Director of Day and Community Services

**Job Summary:**

Provide leadership and a forward-thinking big picture vision for all aspects of programs and services within the agency's Day and Community Services department. Responsibilities include operational controls, upholding administrative and reporting procedures, relationship building to ensure customer satisfaction, operational efficiency, ensuring financial strength and positively impacting growth within the service line in accordance with strategic planning and CEO and COO directives. Plan, implement, administer, and evaluate overall performance within assigned service line. Assess community needs and coordinate resources and build and continue community connections to enhance service delivery and maximize customer outcomes. Prepares and administers program budgets, with administrative oversight. Provide guidance, leadership and coaching to assigned personnel. Upholds and promotes agency's mission.

**Qualified Candidates will have:**

- Bachelor's degree in Business, Human Services, or closely related field required, Master's degree in related discipline preferred.
- Minimum of one-year experience in the human services field and minimum of two years of supervisory experience.
- Strong analytical, written, verbal presentation and interpersonal skills required.
- Membership in professional organizations is an asset.
- Ability to travel between satellite offices and community locations.
- Ability to work non-standard/flexible schedule.
- Ability to lift a minimum of 35 pounds; upper body leverage strength required.
- Must possess a valid driver's license.

**Service Location:** Indianapolis and Surrounding Areas