



# Community Opportunity Center

14147 Farmington Rd. • Livonia, Michigan 48154 • Ph. (734) 422-1020 • Fax. (734) 422-7401

At Community Opportunity Center, our mission is to positively impact the lives of adults with developmental disabilities and inspire a renewed sense of independence and confidence by providing exceptional direct care support, focused on the individual needs and goals of each resident.

We believe that exceptional care is best delivered in a collaborative environment and seek to continually transform the home health industry through our team-based approach to care management and delivery.

Community Opportunity Center is seeking dedicated Program Manager to oversee the daily operations in our residential home(s) in the community. We own and operate residential settings in Livonia, Plymouth, Garden City, and Redford with a unique group of adults with developmental disabilities in each home location.

The Program Manager will promote an unconditional “culture of gentleness” by using positive support, always treating people with dignity and respect. She/he will adhere to COC policies and procedures, public acts, rules, and regulations under which homes associated with COC operate. These include the Michigan Mental Health Code and Administrative Rules; Applicable Federal, State and Local laws, Michigan Department of Health and Human Services (MDHHS) policies and procedures; Medicaid Provider Manual rules and standards set forth by the Detroit Wayne Mental Health Authority (DWMHA).

As a Program Manager, you will work closely alongside two other Program Managers, the Executive Director, Human Resources and Finance. You will manage, coach, teach and guide our direct care professionals on the job / in the homes. Maintain professional and positive relationships with persons served, families, guardians, and Power of Attorneys (POA’s). The Program Manager assumes responsibility for the operation of the program and/or provides adequate staffing support, this may include providing hands-on direct care support.

This is a Full-Time salaried position with a flexible working environment. Benefits include Medical, Dental, Vision, 401K with a company match, Long Term Disability, Life Insurance, and phone stipend.

## **Desired Skills and Experience**

This position requires the following skills:

- Bachelor’s Degree preferred. Minimum of high school diploma or equivalent.
- Experience in services to persons with developmental and intellectual disabilities.
- Proficient with written and verbal communication skills.
- Evidence of managerial, supervisory, and administrative skills.
- Ability to work cooperatively in a multi-programmed service agency and ability to work independently.
- Exhibit emotional maturity and sound judgment.
- Proactive approach to problem solving.
- Capable of handling emergencies.
- Ability to satisfactorily meet deadlines.
- Must be at least age 18.
- Have a valid Michigan driver’s license and maintain the ability to be insured by COC’s insurance carrier.
- Be able to successfully complete all required Agency training in the required time allotted or provide



# Community Opportunity Center

---

14147 Farmington Rd. • Livonia, Michigan 48154 • Ph. (734) 422-1020 • Fax. (734) 422-7401

- documentation of previously completed training.
- Be in good physical health with the capability of transferring and/or lifting persons who require physical assistance. Must be able to lift over 35lbs.
- Be flexible in his/her work schedule.

A full job description will be provided and reviewed with qualified candidates.