



## **Job Description: First Place Transition Program Director**

### **About First Place:**

First Place@AZ, is a 501(c)(3) nonprofit, with the vision of ensuring that housing and community options are as bountiful for adults with autism and other neuro-diversities as they are for everyone else. Our mission is to set the standard for developing communities that integrate adults with autism and other special abilities into the fabric of society through housing, healthcare, education, employment, supportive systems and culture.

Through the development of our first property and the establishment of our transition to independent living program and leadership institute, First Place sets the standard for developing communities that integrate individuals and provide greater choice.

**We are looking for a passionate individual who wants their work life to impact the lives of other. While we are looking for specific skill sets, we care about who you are and what makes you want to be a part of a spectacular mission.**

**We value people who get things done and are individually resourceful. We value a team orientation combined with personal responsibility and integrity. We look for enthusiasm and commitment to always do our best for our clients, community partners and our co-workers.**

### **Primary Purpose and Position Description:**

The First Place Transition Program Director is responsible for assuring the overall well being of staff and program participants through the shared development, implementation and oversight of the First Place Transition Program, including the delivery of high quality programs and services consistent with our mission. Essential duties and responsibilities include:

- Develops staffing plans and operating budgets in conjunction with First Place senior management and where applicable, with representatives from community partners and service providers.
- Develops and maintains curriculum, program materials, and data collection tools necessary to assure the development, delivery and measurement of high quality programs.

- Works with First Place Global Leadership staff to develop and maintain research collaborations related to our transition academy programs and curriculum including collaboration with licensees.
- Coordinates with leadership from the First Place Global Leadership Institute to ensure proper design and allocation of the First Place Fellows program so our Fellows are spending allocated hours providing high-quality participant support while still being able to meet the other requirements of their program.
- Manages the participant interview, qualification and onboarding process for new participants in the Transition Program
- Actively oversees staffing both internal and contract and programs services for all participants in the Transition Program.
- Works with senior leadership at First Place to continue in the development, implementation, assessment and evolution of our supportive curriculum and service offerings.
- Works with senior leadership at First Place to develop and execute our Transition Program replication process including leading site qualification visits and the orientation, training and operational support for our Transition Program replication opportunities.

Reporting to the President/CEO, this position is also responsible for the organizational effectiveness by providing leadership for the organization's operational support functions.

**ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary by directive(s) of the Board.

1. Ensures the procedures and staffing are in place to successfully recruit, interview and onboard new program participants.
2. Participates in developing, administering and monitoring budgets.
3. Develops, tracks, and reports output and outcome measures (both qualitative and quantitative – including but not limited to: quality of life indicators, staff satisfaction, participant satisfaction, resident defined goal attainment scaling, etc.) to evaluate program and implements continuous quality improvement efforts based on ongoing evaluation results.
4. Assists in the process of licensing and program replication by leading efforts with potential Transition program licensing participants to
5. Establishes and improves the operational systems, processes and policies in support of organizations mission -- specifically, support management reporting, information flow and management, business process and organizational planning.
6. Responsible for management of qualified team of First Place internal and contract staff, including establishment of job descriptions, oversight of hiring, and ongoing staff development and evaluation.
7. Performs other duties of a similar nature or level as required by the President/CEO and Board.
8. Supports the culture of respect and positivity being developed for First Place.

**TRAINING & EXPERIENCE** (positions in this class typically require):

Master's degree / Ph.D. in at least one of the following:

Psychology

Social Work

BCBA Required

- 5-8 years of supportive services / behavioral support or related experience in developing and managing programs or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**KNOWLEDGE OF** (position requirements at entry):

- Service-based business principles
- Behavioral analysis (BCBA)
- Supportive services principals for special needs populations
- Individuals with autism and/or other special abilities
- Information systems principles
- Research methods
- Program design and program evaluation strategies
- Continuous Quality Improvement (CQI) approaches
- Applicable local, state and federal laws, regulation and compliance requirements
- Project management principles
- Budgeting principles

**SKILLS IN** (position requirements at entry):

- Interpreting applicable laws and regulations
- Establishing policies, processes and systems toward successful execution of the work
- Collaborative management style; interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Excellent computer skills and proficient in Excel, Word, Outlook and Access, with the ability to learn new applications as required
- Excellent communication skills, both verbal and written
- Knowledge and experience in organizational effectiveness and operations management implementing best practices
- Demonstrated leadership and vision in managing staff, major projects and initiatives
- Budget development, management and oversight experience

- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a startup, fast paced, community environment
- Excellent people manager, open to direction; collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization
- Ability to look at situations from several points of view
- Ability to manage through influence; persuasive with details and facts
- Commitment to excellence and high integrity; and kindness

**Contact:**

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