

Director of Adult Services
Classification Level E 2
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 2/7/2025 External: 2/11/2025

Apply To: Chris Weyker

REPORTS TO: Chief Executive Officer

HAS DIRECT REPORTS? Yes

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Director of Adult Services provides supervisory oversight, program development, and quality assurance for multiple programs for adults with special needs. This position will oversee and monitor compliance for all adult programs including but not limited to Case Management, Day Programs, and Employment Services.

TYPICAL RESPONSIBILITIES:

1. Supervise, train, coach direct reports, and support their ability to develop members of their teams.
2. Responsible for compliance maintenance and policy development for adult programs.
3. Communicate information, trends, and concerns pertinent to adult services to subordinates and management.
4. Oversee documentation and reporting to ensure accuracy, consistency, and compliance.
5. Ensure that all services administered stem from the needs of the individual served.
6. Oversee and evaluate the Adult Services data collection process and data collected.
7. Monitor delivery and coordination of adult services by evaluating program data.
8. Participate in the budget process including developing, monitoring, and adjusting.
9. Develops new programs based on data.
10. Establish and maintain relationships with other service providers and community agencies.
11. Monitor compliance to all state and federal regulations that apply to adult services.
12. Responsible for the safety of all employees and participants supervised.
13. Ensure third party billings accurately reflect service provided.
14. Develop and maintain contracts for offsite locations for services.
15. Travel as needed to ensure community integration and success of programs.
16. Complete assigned Strategic Action Plan work activities and Annual Performance Growth Program.
17. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
18. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Participation in organizing and staffing company events.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

2/4/2025

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MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Five years supervisory experience managing a team of 5 or more
- Three years demonstrated experience and skills in program development, project management, recruitment, and community outreach.
- Background working with adults with developmental disabilities
- Oral, written, and visual communication and observation skills
- Ability to work a flexible schedule as needed
- Must have a valid driver's license and a clean driving record
- Able to work effectively with a culturally diverse staff, participant base and stakeholders.

PREFERRED QUALIFICATIONS:

- Master's degree in human development
- Second language (Spanish or American Sign Language)
- Experience with crisis intervention

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 50% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift 80 pounds with help and push & pull a minimum of 50 pounds of force, walk up & down steps, bend & traverse uneven surfaces. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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