



JOB DESCRIPTION

Position Title: ASSOCIATE DIRECTOR

Position Classification: Full-Time/Exempt/Onsite

Supervisor: Works under the direction and supervision of the Executive Director.

Responsibilities: Ensure delivery of the Five Core Services of the Independent Living Program including: Information and Referral, Peer Support, Independent Living Skills Training, Advocacy and Transition at the CILNCF locations in a manner compliant with ACL requirements. Assist the Executive Director in ensuring the CILNCF maintains quality services to consumers and adequate resources to staff.

MAJOR JOB FUNCTIONS INCLUDE:

1. The Associate Director will act on the Executive Directors behalf when the Executive Director is unavailable.
2. Provide leadership, guidance, and technical assistance to staff in establishing program priorities, planning, delivery, evaluation and sustainability of services and operations, in conjunction with the Executive Director.
3. Develop and edit contracts and grants with public and private sources, in conjunction with the Executive Director.
4. Establish meaningful and ongoing professional development and training experiences for all staff and participate as needed by the Executive Director in the teaching of skills as appropriate.
5. Responsible for orientation, supervision and evaluation of staff, in conjunction with the Executive Director.
6. Support the Executive Director with recruitment and hiring qualified staff as vacancies occur or new programs are developed and implemented.
7. Responsible for developing and maintaining up-to-date job descriptions for staff.
8. Maintain and update personnel policies and procedures, and health and safety rules and practices, to ensure effective and efficient management of the CILNCF, in conjunction with the Executive Director.
9. Support and supervise CILNCF public relations and marketing activities, and ensure the CILNCF maintains positive visibility in the communities served; work in conjunction with the Executive Director regarding fundraising events and activities.
10. Coordinate staff appreciation activities and events with the Health and Wellness Committee.
11. Serve as Liaison between the Executive Director and other Leadership Team Members.
12. Supervise the HSHT Program Coordinator and Contractors; responsible for oversight and procedures for the HSHT Program.
13. Supervise the FFAST Assistive Technologies Specialist; responsible for oversight and procedures for the FFAST Program.



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14. Prepare and maintain reports as requested by the Executive Director, and present information and reports at Staff and Board meetings as needed.
15. Foster and cultivate a network of community partnerships to leverage the resources and supports necessary for the CILNCF to achieve its mission and goals.
16. Identify and respond to systems advocacy issues through marketing efforts, in conjunction with the Executive Director.
17. Manage maintenance and repair needs for the Gainesville office; work in conjunction with the Ocala Office Manager regarding maintenance and repair needs for the Ocala office.

OTHER DUTIES MAY INCLUDE:

1. Provide leadership for CILNCF operations, as required or directed, to maintain work flow or respond to special requests.
2. Represent the CILNCF by attending and participating in a variety of community meetings, events, and training programs.

ESSENTIAL SKILLS AND EXPERIENCE:

1. Ability to assist with leading and guiding efforts in the development, implementation, and evaluation of the CILNCF Strategic Plan.
2. Ability to assist with the creation, implementation, iteration, and adoption of Project Management systems, processes, and tools needed to ensure optimal efficiency and effectiveness of CILNCF services and operations.
3. Ability to supervise quality assurance processes that ensure accurate and consistent record keeping.
4. Willingness and ability to be active and fully participate and collaborate across the Florida Independent Living Network when needed.
5. Ability to foster, cultivate, and sustain a healthy work culture within the CILNCF.
6. Ability to engage in problem solving, conflict resolution, and cohesion between staff and within and across teams.
7. Ability to maintain a professional and positive attitude while interacting with all CILNCF consumers, staff, volunteers, board members, partner agencies, and the public.
8. Ability to prioritize work with demonstrated organizational and time management skills.
9. Strong interpersonal and communication skills.
10. Ability to be proactive to ensure achievement of goals.
11. Demonstrated ability to build and maintain strong relationships and collaborations with others.
12. Excellent computer skills and demonstrated ability to work in Microsoft Suite, CIL Suite and Smartsheet.
13. Ability to use computer with standard and customized software and usual office equipment.
14. Dedication to CILNCF mission and values of Commitment, Integrity, Caring, Diversity and Collaboration.



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QUALIFICATIONS:

1. Bachelor's degree in Rehabilitation, Counseling, Psychology, Sociology, Social Work, or other related field is preferred, but a minimum of five years of related work experience in substitution of degree will be considered.
2. Two years' experience in human social services or related field.
3. Three years supervisory experience; five years preferred.
4. Demonstrated ability in managing community public relations and marketing activities, as well as oral and written communication.
5. Demonstrated ability in program development and management, and to direct the work of others in an administrative and leadership capacity.
6. Commitment to consumer participation in the decision-making process and consumer involvement with program development and implementation.
7. Demonstrated ability to work with staff and consumers on a cross-disability basis.
8. Knowledge of disability civil rights legislation and Americans with Disabilities Act.
9. Understanding of the Independent Living Philosophy and movement.
10. Knowledge and awareness of community resources and larger systems serving people with disabilities.

Accommodation: CILNCF is committed to the full inclusion of all qualified individuals. As part of this commitment, CILNCF will ensure that persons with disabilities are provided reasonable accommodations. Reasonable accommodations will be provided if it is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment.