



## Assistant Executive Director \* The ARC of Greater Hudson Valley, Sullivan County

**Overview:** The Arc Greater Hudson Valley is seeking an Assistant Executive Director in Sullivan County. The Assistant Executive Director of Residential oversees all aspects of the residential program at their assigned locations, ensuring the delivery of individualized services and supports. Responsible for administrative duties, compliance, and effective program coordination and is expected to lead and oversee all residential programs assigned to them, ensuring high-quality, compliant, and individualized services for supported individuals. This role demands strong administrative, fiscal and supervisory skills. This role requires extensive knowledge and experience working in the OPWDD system, specifically the residential services.

**Required:**

Bachelor's degree in Nursing, Social Work, Psychology, Business or Human Services.

**Experience:** Minimum of two years of administrative experience and four years in a residential setting for developmentally disabled individuals.

**Skills:** Supervisory experience, financial and personnel management, program development, and excellent communication and analytical skills. Regulatory Knowledge: Familiarity with IRA operations, Supportive apartments and Department of Quality Improvement regulatory expectations.

Valid Class D NYS driver's license with a minimum of one (1) year driving experience

**Shift and Salary;** This is a Full-time position, 37.5 hours a week, \$90,000 yearly. Benefits include Health Insurance, Dental Insurance, Paid vacation, Paid Sick Leave, Holidays, and 401K.

**Apply by** contacting Liberty Apostolides by email at [lapostolides@arcghvny.org](mailto:lapostolides@arcghvny.org)

Follow established procedures which coordinate paperwork as required between Day Services and other Agency departments/collateral Agencies. Maintain records and other information required by the Director of Facilities.

Process and record requisitions needed by the Facility Department. (all requisitions for cost center 162). Ensure that new employees have the technical support needed (fill out paperwork for computer usage & have correct access to shared files) and provide training on the usage of computer systems & programs.

Organize and keep track of Vehicle and Facility Keys. Assist in the shuttling of vans between locations and to repair shops. Travel to various vendors to pick up parts or items required for the operation of the Agency.

Collect Certificates of Insurance from Vendors, Coordinator Building Permits for Projects.

Follow the Organization of Systems of the Current Facilities Administrator namely the Inspection Reports Folder Receive Telephone Calls and Redirect Calls to Appropriate Parties in a Timely Manner

Coordinate the Repair of Vehicles and Appliances. Research Cost and Availability of New Appliances and arrange for their delivery to the homes.

Copy all Vehicle Repair Orders and File in File Cabinets with the Potential to Begin Scanning them into our files. Become Familiar with and Learn the Facility Software in order to Assist with the Daily Operation of Facilities and Fleet.

**Qualifications:**

High school diploma/GED and 2 years office experience preferred. Typing, telephone techniques, knowledge of Personal Computers, software, filing and office machine operation.

Knowledge of Excel Spreadsheet are essential to success in this position.

**Shift and Salary;** This is a Full-time position, 40 hours a week, \$17.14-hour Benefits include Health Insurance, Dental Insurance, Paid vacation, Paid Sick Leave, Holidays, and 401K.

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