



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Director of the Intellectual/Developmental Disabilities Program (Kaleidoscope)	00208177
POSTING DATE	DEADLINE DATE
March 26, 2018	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Kaleidoscope Program Catoosa, Chattooga, Dade and Walker County	
GENERAL NATURE OF JOB DUTIES	
<p>Provides oversight of the Intellectual/Developmental Disabilities (I/DD) program, Kaleidoscope, for Lookout Mountain Community Services. Ensures that all program services provided meet appropriate guidelines and standards and that individual records are in compliance with all policies and standards. Oversees the employees of the Kaleidoscope program, providing support and supervision. Must also provide oversight of planning, development, and implementation of all program activities along with organizing program unit(s) to provide continuous active treatment to the individuals served.</p>	
MINIMUM QUALIFICATIONS	
<p>Master's Degree in a related field from an accredited college or university AND Three years' of management/supervisory experience in health care services OR Bachelor's Degree in a related field from an accredited college or university AND four years' experience in management in health care services. Must be DDP eligible.</p> <p>Preferred: Three years' management/supervisory experience in an I/DD program similar to Kaleidoscope.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**