



## **Intermediate Care Facilities (ICF) Program Manager**

### **About the Company:**

The Arc in Hawaii is a non-profit organization with over 70 years of history in Hawaii. We provide both residential and day services for adults with intellectual and developmental disabilities (IDD). Our mission is to support the inclusion and participation of individuals with IDD in their respective communities throughout their lifetime.

### **Role:**

The ICF Program Manager is responsible for the coordination, implementation, and supervision of the ICF/IID Program (Intermediate Care Facilities for Individuals with Intellectual Disabilities), which supports participants in residential and community settings. The ICF Program Manager ensures program compliance with all applicable CMS (Centers for Medicare & Medicaid Services) and State standards.

**Job Type:** Full-time, exempt

**Work Schedule:** Typically Monday to Friday with a flexible work shift to meet operational needs. Must be available to respond to emergency calls on a 24-hour, 7-day per week basis.

**Pay:** \$57,000 - \$67,000 per year

### **Requirements:**

- Bachelor's degree in special education, social sciences, human services, or a closely related field from an accredited college or university
- Current and valid driver's license and a driver's abstract with an acceptable level of infractions
- Smartphone
- Vision certified
- 3 years of experience assisting persons with intellectual or developmental disabilities
- 3 years of supervisory experience
- Strong verbal, written, and interpersonal skills; positive and patient demeanor
- Ability to budget
- Ability to organize, prioritize work, and meet deadlines
- Proficiency in computer software programs related to job duties
- Ability to proficiently operate standard office machines and use assistive devices as required for the role (e.g., Hoyer lift, wheelchair, walker, gait belt)
- Ability to intermittently lift, push, and pull up to 50 lbs. with minimal assistance



**Work Clearances (Conditions of Employment):**

- Pre-employment drug test
- Physical assessment
- TB test (initial 2-step PPD, annual 1-step PPD)
- CPR and First Aid certification
- Criminal history check
- Adult Protective Services (APS) and Child Abuse & Neglect (CAN) registries
- FBI fingerprinting
- Valid driver's license and clean driver's abstract (or acceptable level of infractions)
- Must remain current on all work clearances
- Must complete all required training (paid)

\*\*\*Drug test, physical assessment, FBI fingerprinting/APS/CAN/criminal history check, and CPR/FA certification are paid for by The Arc in Hawaii.\*\*\*

**Responsibilities:** (include but are not limited to)

- Ensures that the rights of the participants are protected and that they are safe from abuse, neglect, and hazardous conditions, following established reporting procedures.
- Ensures strict confidentiality of all protected health information and records from unauthorized access or dissemination.
- Ensures program compliance with all applicable CMS, State, and organizational regulations.
- Ensures that Standard Operational Policies and Procedures are kept up-to-date and that staff are properly trained on them.
- Supervises, develops, coaches, trains, and evaluates ICF Home Managers, taking corrective action as needed in accordance with organizational policy.
- Oversees staffing schedules to ensure appropriate participant-to-staff ratios and coverage in the ICF homes while eliminating unnecessary overtime.
- Develops and coordinates training plans for all direct support staff (in ICF homes).
- Reviews the annual Individual Program Plan (IPP) and ongoing program plans for each assigned participant.
- Coordinates interdisciplinary team (IDT) meetings for assigned participants, ensuring recommendations and procedures are discussed with the team and professional consultants.
- Ensures that assigned participants receive the services and active treatment programs discussed during IDT meetings.
- Oversees and evaluates program implementation by direct service personnel.
- Maintains comprehensive, updated records on each participant.



- Evaluates and develops plans of action for Incident Reports on assigned participants.
- Prepares and distributes program reports as necessitated by contractual agreements, regulations, or as requested by the Director of Operations.
- Prepares reports and implements appropriate Plans of Correction (POC) for State and/or Federal licensing surveys.
- Communicates effectively with participants, parents/guardians, family members, IDT members, or surveyors to resolve issues in a timely manner.
- Ensures each ICF home enforces safety standards and precautions.
- Provides, reviews, follows up on, and documents quality assurance (QA) data related to each ICF home.

**Benefits Offered:**

- 15 paid holidays
- Generous PTO which starts accruing upon hire date (17 days earned in Year 1, 22 days in Year 3, 25 days in Year 8)
- Healthcare coverage (medical, drug, vision, dental)
- MetLife
- Life insurance (if you enroll in our healthcare coverage)
- 401(k) employer matching
- Referral program

\*EOE / Drug-Free Workplace

**Have questions?**

If you have any questions, please contact [hrdept@thearcinhawaii.org](mailto:hrdept@thearcinhawaii.org).