



Island Autism is seeking an experienced, organized, and compassionate Residential Program Director to oversee residential services for adults with intellectual and developmental disabilities (IDD) on Martha's Vineyard.

The Residential Program Director is responsible for ensuring that residential services are safe, person-centered, well staffed, and operated in accordance with Island Autism policies and applicable Massachusetts DDS requirements.

This position provides leadership and supervision to residential staff and works closely with individuals, families, guardians, healthcare providers, DDS, and other members of each individual's support team.

Primary Responsibilities

Program Leadership & Oversight

- Oversee the overall operation of Island Autism's residential program
- Ensure residential services are person-centered and promote independence, choice, dignity, and community involvement
- Develop and maintain consistent residential policies, procedures, and household systems
- Monitor the quality and effectiveness of residential supports
- Help develop new residential services as Island Autism's housing program grows
- Serve as a primary point of contact for residential program concerns

Staff Supervision & Scheduling

- Supervise House Managers, Lead DSPs, Residential DSPs, and other residential staff as assigned
- Participate in hiring, onboarding, training, supervision, and evaluation of residential employees
- Ensure homes maintain appropriate staffing and supervision based on individual needs
- Oversee staff scheduling and help address vacancies, call-outs, and coverage needs
- Ensure staff complete required trainings and maintain necessary certifications
- Provide coaching and corrective action when needed
- Participate in an on-call system for urgent residential issues

Individual Support & ISP Implementation

- Ensure staff understand and follow each individual's ISP, support plans, supervision requirements, and personal goals
- Monitor progress toward individual goals
- Participate in ISP meetings and other planning meetings as appropriate
- Work with individuals and their support teams to address changing needs
- Promote individual choice and involvement in decisions about home and community life

Health & Safety

- Ensure each residence maintains a safe and healthy environment
- Oversee implementation of medical, medication, emergency, supervision, and safety procedures

- Coordinate with nurses, healthcare providers, behavioral supports, and other professionals as needed
- Ensure medical and dental needs are appropriately tracked and addressed
- Review incidents and ensure appropriate follow-up
- Identify health or safety concerns and respond promptly

DDS Compliance & Documentation

- Help ensure residential services comply with applicable Massachusetts DDS requirements
- Maintain organized and accurate residential records with support from administrative staff
- Ensure required staff documentation is completed accurately and on time
- Review incident reports and other required documentation with Executive Director
- Prepare for DDS reviews, surveys, licensing activities, or other monitoring
- Work with Island Autism leadership to identify and correct compliance concerns

Household & Operational Oversight

- Ensure each residence has appropriate systems for:
 - Household schedules and routines
 - Grocery shopping and meal planning
 - Cleaning and household upkeep
 - Medication and health-related documentation
 - Medical and dental appointments
 - Transportation and vehicle needs
 - Household supplies
 - Maintenance and repairs
 - Emergency preparedness
- Work with House Managers to address household needs and concerns
- Help oversee residential program spending and purchasing within established budgets

Communication & Team Coordination

- Maintain regular communication with residential staff and Island Autism leadership
- Communicate appropriately with families, guardians, DDS representatives, and other members of individuals' support teams
- Lead residential staff meetings
- Promote clear communication between shifts and across residential teams
- Maintain confidentiality and professional boundaries

Qualifications

- Bachelor's degree in human services, social work, psychology, education, healthcare, or a related field preferred
- Previous experience supporting adults with intellectual or developmental disabilities
- Residential program experience strongly preferred
- Previous supervisory or management experience preferred
- Knowledge of Massachusetts DDS residential services and requirements preferred
- Strong organizational, leadership, and communication skills
- Ability to manage multiple priorities and respond appropriately to urgent situations
- Strong documentation and problem-solving skills
- Valid driver's license and safe driving record
- Ability to pass required background checks

- Ability to complete all required DDS and Island Autism trainings

Equivalent combinations of education and relevant experience may be considered.

Schedule

This is a full-time leadership position. The Residential Program Director should generally maintain a regular weekday schedule but must have flexibility to respond to residential needs outside of normal business hours.

Participation in an on-call rotation may be required, including occasional evenings, weekends, and holidays.

Key Expectations

The Residential Program Director is expected to:

- Maintain high standards for safety and quality of care
- Promote independence and person-centered support
- Provide consistent and supportive leadership to residential staff
- Maintain professional boundaries
- Address concerns promptly and appropriately
- Ensure residential homes are appropriately staffed and supported
- Maintain strong communication with individuals, families, staff, DDS, and Island Autism leadership
- Support the continued development and growth of Island Autism's residential services

Reports to the Executive Director.

Salary, benefits and housing commensurate with experience.