This is the information we’ll need to collect from Focus on Residential Services prior to posting online.

**Organization Information:**
Organization Name: Focus On Residential Services (FORS) dba Lafayette Habilitation Center (LHC)
Website: [www.LafayetteHabilitation.org](http://www.LafayetteHabilitation.org)
Company Address Line 1: 2701 Henrietta
Address Line 2: 
City: St. Louis
State: MO
Zip: 63104
Phone: 314-771-4777
Fax: 314-771-0697
Profile: Focus on Residential Services (FORS) is a nonprofit organization serving the needs of individuals with intellectual and developmental disabilities (I/DD) by providing quality of life services.

**Contact Information:**
First Name: Victoria
Last Name: West
Title: Human Resource Manager
Department: Human Resource
Address Line 1: 2701 Henrietta Street
Address Line 2: St. Louis
City: St. Louis
State: MO
Zip: 63104
Phone: 314-771-4777 Ext: 217
Fax: 314-771-0697
Email: hire2701@yahoo.com
Alumni: (No)

Please attach a job description with the following information:
1. Job Title
2. Job Description with a general tasks, or functions, and responsibilities of a position and please include:
   · Location(s) of position
   · Compensation
   · Approximate hours per week
3. Qualifications
4. Application instructions: Submit resume to Victoria West at hire2701@yahoo.com
Job Description
Focus on Residential Services

Company: Focus on Residential Services D.B.A. Lafayette Habilitation Center

Job Type: Executive Director

Job Status: Regular; Full Time

Job Description:

The Executive Director retains an executive leadership role in a not-for-profit organization supporting 70 employees and contractual professionals. The Director of Operations, under the administrative direction of the Focus on Residential Services (FORS) Board of Directors, manages department-wide administrative services, including human resources, labor relations, procurement and contracts, financial and cost containment including budgets, accounting and fiscal systems, and confers with the FORS Board of Directors on major policy, program and operation issues affecting the organization; provides policy guidance and advises Administrative and Departmental Managers on the implications of proposed administrative actions and policies; develops, adopts, or recommends adoption of, and implements departmental administrative and operational policies; and acts as a spokesperson and advocate on administrative matters before Federal agencies, State agencies, local governments, and special interest groups.

Primary responsibilities include:

1. **Executive Leadership** – Serve as key participant of the Board of Directors, interfacing with the Board of Directors in matters related to the overall operations of the organization.
2. **Personnel Management** – Provide direction and conflict resolution for Administrative staff, Direct Care staff, and Clients.
3. **Fiscal Responsibility** – Oversee and provide insight in regards to annual budgeting, capital expenditures, vendor relations, employee compensation, contractual compensation, benefit coordination, and overall facility maintenance and improvement.
4. **Problem Solving** – Implementation of effective measures in prevention, the creation of positive outcomes, and maintaining a pro-active response to otherwise negative situations.
5. **Strategic Planning and Organization** – Prioritization of responsibilities in order to meet deadlines while insuring minimal impact on staff and client.
6. **Compliance** – Provide communication and direction which complies with guidelines, policies, and procedures set forth by a variety of federal, state, and local organizations including; HIPAA, EMOMED, CIMOR, FSD, DHSS, DMH, STLRO, CMS, OSHA, EEO, FMLA, COBRA, ERISA, , Wage & Hour, 401k Sponsorship, etc.
7. **Relationship with Others** – Ensure unequivocal professionalism while preserving relationships with sources and vendors both within the organization and outside the organization.

8. **Personal Effectiveness** – Cultivating cooperation, positivity, dependability, industriousness, initiative, enthusiasm, emotional stability, and reliability within self while promoting similar qualities in all staff.

9. **Client Advocacy** – Maintain high standards of care, safety, service, respect, and dignity for all clients while providing excellence in meeting the overall needs of each client.

10. **Job Accountabilities** – Administering self regulating techniques in order to gain further insight in personal and professional modifications necessary. Monitor evaluation of Administrative, Direct Care, and Contractual staff as needed to maintain quality of care.

11. **Other Duties** – Maintain professionalism in securing and completing additional duties as warranted; as determined by the FORS Board of Directors.

**Professional Attributes:**

The Executive Director must demonstrate a proficient knowledge of Microsoft Office; Payrolls for Windows including Workforce Now, 401k Sponsorship, and Garnishment compliance; internet navigation, EMOMED (Missouri Health Portal) a web based program for funding remittance; CIMOR; unemployment claims and regulations; workers’ compensation, general human resource responsibilities; OSHA guidelines; HIPAA Privacy Act guidelines; ICF/IID regulations; Life Safety Code regulations, Group Health, Dental, and Life Insurances; staffing requirements; cultural awareness; and organizational policies and procedures.

The Executive Director must also have a strong knowledge of the principles and methods used in caring for the health, habilitation, and active treatment service content as related to the care and well being of clients with developmental disabilities.

**Education:**

Ideal/Preferred Candidate: Will have a Bachelor’s Degree or greater in Health Administration, or related degree in Human Services field and a minimum of five or more years in a leadership role managing an Intermediate Care Facility.

Individuals will be considered for position for which they meet the minimum qualifications and are able to perform without regard to race, color, gender, age, religion, disability, national origin, veteran status, sexual orientation, gender identity, or any other basis protected by federal, state or local laws.

A comfortable work environment and a full range of benefits.

Salary commensurate with experience and education.