Covey is a local nonprofit that serves and supports individuals with intellectual and developmental disabilities. But the way we do this is what makes us stand out from the rest. We sincerely value and appreciate our clients and our employees. Without all of them, our covey would not be successful!

**COVEY: What Does That Mean?** A covey is a small group of birds. They stay together throughout their lives for protection and comfort. As a group, they are stronger and safer; they are able to do things they couldn’t do alone. Everyone at Covey has the opportunity to make a strong and life-long impact on our clients’ lives.

**OUR MISSION:** *Creating Opportunities that Foster Personal Growth.* We make decisions every day that honor our mission. We promise you – our mission is not just a poster on the wall – it’s how we choose to treat and engage with our clients, their families, our employees and members of our community.

**OUR CORE VALUES:**
- **Integrity** = doing what we say we’re going to do and doing it the right way! If we’re not doing this, we expect you to call us on it!
- **Inclusion** = we are passionate about creating pathways for our clients to be out and about and feeling welcomed in our communities - just like every other citizen.
- **Individuality** = Covey does not believe in boxes! Everyone is unique and has individual strengths, skills and experiences that make them who they are. We strive to never forget this and to fight for each person’s individuality.
- **Imagination** = Client, family, co-worker or friend - dream your biggest dream and we will find opportunities and solutions to get you there!

**JOB SUMMARY:**
The Director of Care Programs is responsible for the development, implementation, and oversight of the daily operations of programs within the Care Programs Department. Additionally, this position focuses on the strategic initiatives of the organization as they relate to Care Programs and developing the core capabilities necessary to achieve those strategic initiatives.

**SUMMARY OF ESSENTIAL DUTIES AND AREAS OF RESPONSIBILITY**

**Program Development and Evaluation:**
- Develop and maintain program procedures and guidelines
- Plan and implement overall operations of program within area of responsibility
- Develop a program evaluation framework

**Personnel Management**
- Responsible for supervision and performance evaluation of care team
- Provide coaching, training and performance counseling
- Implement human resources policies and procedures

**Fiscal Responsibility**
- Develop operations budget
- Assist in developing funding proposals, grants and other sources of donor funding
- Monitor monthly financial reports

**Community Relations**

- Strengthen and build collaborative partnerships with organizations that have similar missions/values
- Solicit community input to identify program/service needs/gaps
- Represent Covey on multi-organization committees

**Compliance and Reporting**

- Ensure programs operate within guidelines and regulations of all relevant legislation and professional standards and organizational policies, procedures and ethical standards
- Ensure programs’ compliance with contractual obligations and grant requirements

**QUALIFICATIONS/EDUCATION:**

- 3+ years of experience in a leadership role within a human services or similar organization.
- 1+ years of experience with individuals with disabilities
- Excellent oral and written communication skills; outstanding interpersonal skills
- Organizational skills and strong attention to detail
- Ability to problem solve, handle multiple priorities, and manage crisis situations.
- Ability to analyze data and use this information improve program performance and achieve program goals.
- Must have valid driver’s license and good driving record, personal vehicle and auto insurance