

**COUNTERPOINT, INC.**  
**Revised 9/24**

**EXECUTIVE DIRECTOR**  
**JOB DESCRIPTION**

**Reports to:** Board of Directors

**Supervises:** Directly supervises Management Team: Residential Coordinator, Vocational Coordinator and Financial Coordinator. Indirectly supervises remaining Counterpoint staff.

**QUALIFICATIONS**

**REQUIRED:**

- Bachelor's degree in Human Services related field with 3 years experience in the developmental disabilities field and 5 years personnel management experience **or** 5 years experience in the field of developmental disabilities and 5 years personnel management experience.
- Experience in facility and fiscal management.
- Demonstrated abilities in administration and leadership.
- Criminal background clearance.
- Valid Montana drivers license and insurable by Counterpoint auto insurance.
- Ability to work unsupervised.

**PREFERRED:**

Manual sign language, computer literacy, CPR, First Aid, Medication Administration Certification, knowledge of behavior management techniques, experience with State Developmental Disabilities Program, experience with direct care services, experience in the areas of fund raising, grant writing, and public relations.

**CONTINUING EMPLOYMENT IS CONTINGENT UPON ATTENDANCE, COMPLETION, AND MAINTENANCE OF THE ABOVE TRAINING AND CERTIFICATIONS, AND THE CORPORATION ANNUAL TRAINING.**

**COUNTERPOINT'S VISION STATEMENT: This vision represents Counterpoint's expectation of all staff. The ideal employee is one who is able to embrace this vision and implement its meaning personally and in all professional interactions.**

**Our Mission**

Our mission is to nurture personal growth and support meaningful lives for adults with disabilities.

**Our Vision**

We will foster an open culture of teamwork, striving to improve our service quality, while maintaining our fiscal strength.

**Community**

Building on over 45 years of community involvement, we will continue to be an integral, valued and stable member of Park County.

**Staff**

We will employ caring and dedicated individuals while striving to provide them lifelong career opportunities and meaningful growth.

**Services**

We will provide comprehensive service option of the highest quality that support the unique needs and dreams of the individuals we serve.

**Our Core Values**

Health – Safety

Integrity – Ethics – Honesty

Inclusion – Equality – Individuality

Choice - -Freedom – Individual Rights

Fiscal Responsibility

Compassion – Empathy – Caring

Teaching – Supporting

**JOB SUMMARY**

The Executive Director is directly responsible to the Board of Directors and is a member of the Management Team. The ED's primary responsibility is to administrate all services and operations provided by Counterpoint. This must be done to ensure that staff providing services are receiving the best support services possible including but not limited to physical plants, vehicles, materials, equipment, staffing patterns, salaries, training and supervision. This must also be done to ensure that clients are receiving the best services possible including but not limited to quality of staff, staffing patterns, physical plants, materials and equipment. The Executive Director is responsible for personnel administration, program administration, fiscal management and public relations.

**ESSENTIAL FUNCTIONS**

**Physical:** computer keyboarding; sitting for periods of two hours or longer; intermittent walking, standing, stooping, twisting, bending, lifting, and carrying up to 25 lbs.; driving various vehicles; writing.

**Mental/Cognitive:** communication with co-workers, consumers, and members of the community; written documentation of job related issues; complete mathematical computations for balancing budgets and accounts; problem solving skills; read, understand, recall and follow written and verbal instructions; recognize and report unsafe conditions, actions, or situations; calm response to crisis situations; sound judgment; maintain professional workplace conduct; prioritize and complete multiple concurrent tasks with constant interruptions; supervise and provide day to day direction to subordinates; observation of consumers for sign of illness; computer word processing and spreadsheet operations.

**Marginal:** lifting and carrying items heavier than 25 lbs.; facility maintenance and yard work as needed; assistive transfers, pushing/pulling of wheelchairs and Hoyer lifts for persons weighing up to 150 lbs.

**PERSONNEL ADMINISTRATION**

1. Recruits, screens and interviews staff applicants with appropriate program as necessary.

2. Inform applicants of hiring decisions.
3. Administers disciplinary action and if necessary, terminates employees in accordance with policies and procedures.
4. Directly supervises and evaluates job performance of residential coordinator, vocational coordinator, and financial coordinator.
5. Reviews all employee job performance evaluations.
6. Communicates regularly with all staff members via staff meetings and written correspondence.
7. Reviews job descriptions annually.
8. With prior input from the Management Team proposes salary and benefit rates to the Board of Directors.
9. Establishes volunteer programs and evaluates annually.

### **PROGRAM ADMINISTRATION**

1. Review all policies and procedures on an annual basis with appropriate staff involvement.
2. Makes recommendations to the Board of Directors for changes and development of new policies and procedures.
3. With prior input from the Management Team proposes strategic planning goals to the Board of Directors. Monitors progress and with input from the Management Team proposes changes as appropriate.
4. With prior input from the Management Team proposes annual recommendations to the Board of Directors. Monitors progress and with input from the Management Team proposes changes as appropriate.
5. Maintains familiarity with all Counterpoint program areas.
6. Prepares agenda, associated materials, and attends all regular and special Board of Director meetings. Gives progress report on programs, activities, and projects.
7. With the assistance of the Management Team prepares the annual Agency Evaluation.
8. At the Annual Board Meeting:
  - a. Ensures that Annual Board Meeting is advertised as open to the public.
  - b. Schedules elections of officers.
  - c. Presents annual Agency Evaluation for approval.
9. Ensures that job opportunities are developed for individuals served.
10. Ensures that contracts for in-house production work are developed for individuals served.
11. Ensures that maintenance and repair requirements are met.
12. Ensures adequate insurance coverage including but not limited to general liability, directors and officers, property and workers compensation.
13. Reviews staff training needs with appropriate program coordinator.
14. Chairs Safety Committee and prepares monthly reports.
15. Chairs Supervisory Committee and prepares monthly reports.
16. Chairs Incident Management Committee and prepares monthly reports.
17. Chairs Management Team and prepares monthly reports.
18. Attends and/or conducts staff meetings as necessary.

### **FISCAL MANAGEMENT**

1. Oversees the preparation of the annual budget by the Management Team and particularly the Financial Coordinator, and present it to the Board of Directors for approval.

2. Reviews total deposits, total disbursements and check copies for reasonableness on a monthly basis.
3. Ensures that EFTPS payments are made to the State of Montana and the IRS with each payroll.
4. Ensures that monthly Statement of Revenues and Expenses and a Balance Sheet are presented to the Board of Directors.
5. Ensure the appropriate financial reports and information are furnished to all agencies requiring them.
6. Exercises approval authority up to \$5000.
7. Seeks fundraising and grants to benefit the program.
8. Maintains productive relationships with funding institutions.

## **PUBLIC RELATIONS**

1. Establishes and maintains membership and/or contact with service and business organizations in the community to secure their support.
2. Engages in public speaking opportunities.
3. Maintains positive contacts with media representatives.
4. Ensures that Counterpoint activities and achievements are shared with the public through media.
5. Maintains membership and active participation in the Montana Association for Community Disability Services (MACDS).
6. Communicates regularly with State of Montana Developmental Disability Program Quality Improvement Specialist, Regional Manager, and Program Director. Communicates with other state representatives as necessary.
7. Maintains ongoing dialogue with local legislative representatives.
8. Attends all meetings and events which would benefit Counterpoint or promote our mission.