

INTERACT CENTER FOR THE VISUAL AND PERFORMING ARTS
JOB DESCRIPTION
Director of Admissions and Community Relations

ORGANIZATION SUMMARY

Since 1996, Interact's mission *to create art that challenges perceptions of disability* has redefined who is included in creating the artistic vocabulary. Our entourage of actors and visual artists with disabilities creates all original work, sustains rigorous professional standards, and explores ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of *radical inclusion* dissolves concepts of who "can" or "cannot," blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. www.interactcenter.com.

POSITION DESCRIPTION

The **Director of Admissions and Community Relations** will help Interact engage with government leaders around issues of proposed disability service changes through discussion, education, and performances.

With these changes in DHS (Department of Human Services), service rates and licensing requirements, legislative changes, and also suggested changes to Medicare and Medicaid, both the funding sources and operations of Interact could be moving in new directions. Interact needs a leader to navigate and help establish these changes.

The **Director of Admissions and Community Relations** keeps Senior Management and the Board informed about any possible changes to the licensing requirements, rates for services, and other issues which may affect Interact. This position is responsible for guiding Interact Center staff in meeting licensing requirements for current and future human services licenses. They must be knowledgeable in Adult Day services in Minnesota, including the various waiver and license types.

The **Director of Admissions and Community Relations** is responsible for the oversight of contract compliance for licenses with local, state and federal governments. This position supervises and supports training of staff, review of incident reports and mandated reporting requirements, policy development, interpretation of license-related agency policy questions.

This position is also responsible for recruitment of new clients (artists/actors) in both the Visual and Performing Arts departments. The need for talent recruitment is ongoing. The **Director of Admissions and Community Relations** is the first point of contact for anyone interested in Interact. In addition to answering questions from those who contact Interact, this position must develop and sustain connections within the disability community and the community at large, actively recruiting potential clients, and also people with disabilities as audience members for Interact Center's visual and performance arts events.

The **Director of Admissions and Community Relations** in conjunction with the accounting and client care departments on issues regarding service agreements and billing.

Currently this position supervises three Client Care staff for Visual and Performing Arts.

The **Director of Admissions and Community Relations** position is a full-time salaried position.

This position reports directly to the Executive Director

DUTIES AND RESPONSIBILITIES

A) LICENSING DIRECTION AND SUPERVISION

- Investigate both legislative and DHS changes in waived services. Join lobbying efforts, support organizations, and keep abreast of all changes in licensing requirements. Actively work with DHS, government and lobbyist to ensure Interact's future as a leader in inclusive arts programming.
- Ensure rules, regulations, staffing ratios, etc. are followed to guarantee safety and supervision of vulnerable adults; monitor client files/books in accordance with licensing compliance.
- Assist Interact Center in maintaining high standards within its current Adult Day Center license. Implement new licensing as applicable.
- As part of new employee orientation, review Mandated Reporting rules and also all MN Rules and Regulations pertaining to Adult Day Care.
- Update and/or maintain Client Policy manuals.
- Review all trainings with Interact staff per the Adult Day Center Licensing Checklist (DHS Rule 223)
- Maintain training spreadsheet and schedule appropriate annual/mandated trainings for and with Interact staff, along with supplemental trainings that allow staff to continually learn and grow in their professional development. This shall include providing annual training for all employees on Mandated Reporter role and MN Rules & Regulations. Develop and maintain online training for staff.
- Schedule quarterly fire drills with Visual and Performing Arts staff; complete paperwork per licensing requirement.
- Schedule quarterly exercise program review with physical therapist and ensure report is received and filed appropriately.
- Maintain schedule for monthly nurse visits in Visual and Performing Arts departments.
- Review all Incident Reports (signature required) and keep copy in centralized Incident Report file; Determine if an incident should be reported to MAARC.
- Supervise Client Care staff in both Visual and Performing Arts departments.

B) RECRUITMENT

- Actively engage with and recruit from organizations and environments outside of Interact Center where artists and actors with disabilities may be found. Recruitment activities may include, but are not limited to:
 - Build partnerships with disability rights organizations, independent living centers, clubhouses, community arts programs and other diverse locations where artist and actors with disabilities may be found.
 - Coordinate with county and state representatives that support home and community-based service programs.
 - Research and engage new environments where artist and actors with disabilities may be found to promote Interact Center as a location for their professional career development.

- Schedule and conduct tours of Interact for interested parties, and follow up for artist/actor Experience Days, etc.
- Support diverse recruitment activities in both Visual and Performing arts, including open houses, special outreach at community events, and promotion at conferences.

C) Staff support – specifically to Client Coordinators and Accounting. Provide support as needed if service agreements need updating, increased rates, or completion. Provide support as needed for elevated problems requiring intervention with supervisors at the county or state level. Initiate suspension procedures if service agreements are not in place.

D) Artist support. Coordinate outside support activities for artists and actors as opportunities arise – i.e. Microgrants through ARC. Work with both Visual and Performing Arts to determine on-going requests from artists for topics for Nurse Consultant presentations – i.e. hygiene, self-advocacy, communication –

Other duties as assigned.

QUALIFICATIONS

- MSW preferred
- Knowledge of DHS required
- Knowledge of legislative actions/lobbying required
- Knowledge of various waived services and adult day licensing requirements required
- Current knowledge of and experience working with persons with disabilities
- Independent and self-motivated with excellent organizational and communication skills
- Ability to identify, cultivate, and maintain professional relationships, particularly with diverse communities of persons with disabilities.
- Experience with program coordination and outreach
- Flexible schedule and availability and able to work in a variety of settings (most work is done M-F 8:30am-4:30 pm)
- Must have reliable transportation to attend meetings at various locations throughout the Twin Cities Metro.
- Experience in Office 365/SharePoint with Outlook, Office Suite including Excel, and Word
- Ability to lift 30 lbs.
- Must pass background check

To apply, please send cover letter, resume and three professional references to the Director of Operations at operations@interactcenter.com.