

## **PROGRAM MANAGER- IDD INTAKE & PASRR SERVICES**

### **Location**

Texas City

### **Credentials**

Requires bachelor's degree from an accredited college or university with a major in social, behavioral, health or human services and general knowledge of IDD services and resources. Also requires a minimum of three years of IDD Service Coordination or Supervisory experience

### **Job Description**

The Program Manager for IDD Intake & PASRR services is responsible for the supervision and administration of the Center's intake and enrollment and Pre-Admission Screening and Resident Review programs and services. The duties include oversight of all PASRR enrollment and services coordination services and the Center's IDD Intake/Enrollment functions. Responsible for staff supervision and monitoring staff performance, quality assurance, contract target compliance and oversight of program finances. Works closely with the IDD Director to develop business plans and key performance indicators for program areas. Works to ensure that services operate in a cost effective manner and meet budget projections. Acts as a liaison with key community stakeholders and partner agencies.

### **Salary Amount**

\$45,000-\$51,750 annually depending on experience

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