



Position Overview

- ❖ A Tunglund Corporation Associate Director is responsible for implementing the company's strategic initiatives, while managing day-to-day operations including quality of service, management of internal and external relationships, revenue generation and maintenance of profitability for all assigned departments, external growth, cost and budget management, and utilization of approved business plans.

Essential Functions and Basic Duties

- ❖ The essential functions and basic duties of an Associate Director include, but are not limited to the following:
 - Oversee and manage the delivery and quality of services provided in assigned programs.
 - Develop, maintain, and monitor program budgets, petty cash, and individual money funds.
 - Direct short term and long range strategic planning with measurable and manageable tactics.
 - Ensure the overall profitability of assigned programs.
 - Develop and initiate approved expansion plans to increase revenue.
 - Implement systems to eliminate overtime.
 - Participate in the vendor call process to fill vacancies and create new consumer bases.
 - Obtain and review leases for upcoming properties and consumer movement.
 - Ensure appropriate billing levels are maintained.
 - Supervise staff throughout the management process i.e. orientations, follow-up, time management, support, training, etc.
 - Facilitate the hiring, training, administrative actions of staff and administrators assigned to them.
 - Facilitate staff development by providing opportunities to seek further training.
 - Ensure appropriate staffing in assigned programs.
 - Provide a positive, professional work environment in assigned programs.
 - Meet and exceed all standards as set by TTC and monitoring agencies.
 - Complete and review Corrective Action Plans and fact finds related to assigned settings.
 - Ensure environmental and procedural safeguards are in place and adhered to by all who are providing care in assigned programs.



- Perform regular site checks to assigned programs.
- Maintain environments which meet the specified needs of TTC consumers and support their individual rights.
- Develop systems, provide planning, and use critical thinking skills to prevent and resolve emergent situations (crises).
- Review and approve all Incident Reports from assigned programs.
- Acquire knowledge of and provide enforcement for service specifications in regards to TTC Policy and Procedures, Quality Management Plan, Qualified Vendor Agreement, licensing rules and regulations, monitoring, transportation, staffing, and documentation.
- Attend and facilitate meetings such as ISP's, PRC, Pre-Placements, Core Team, hospital discharges, committee meetings, staff meetings, and any other meetings as assigned or directed.
- Other tasks or projects as assigned by director.

Skills and Qualifications

- ❖ Minimum of 5 years of supervisory experience with 3 years being in a related field.
- ❖ Excellent interpersonal and communication skills.
- ❖ Ability to produce quality written communication and to edit and interpret written materials.
- ❖ Demonstrate leadership and decision-making skills in the best interest of TTC.
- ❖ Documented history of managing responsibilities to a positive outcome.
- ❖ Provide and represent a highly professional and ethical institution and maintain the highest standards to be modeled for the entire organization.
- ❖ Demonstrate critical thinking skills in a fast paced work environment.
- ❖ Demonstrate functional literacy with Microsoft office products and the internet.
- ❖ Level 1 Department of Public Safety Fingerprint Clearance Card
- ❖ Must possess valid Arizona Driver's license, and meet minimum TTC driver requirements