



JOB DESCRIPTION

TITLE: Southeast Regional Manager

REPORTS TO: Director of Programs and Services

HOURS: 40 Hours/WK Salaried Position

Requirements and Skills

Undergraduate degree required in Education, Social Work, Psychology, Counseling or related degree, graduate degree preferred
Five years of management experience required
Brain Injury experience preferred
Familiarity with the human service network in Southeast MA
Experience working with persons with disabilities, families and professionals
Valid Massachusetts license with excellent driving record and access to personal vehicle for business travel within Massachusetts
Experience developing and managing departmental budgets
Demonstrated ability to proactively build relationships
Strong leadership qualities
Ability to communicate with consumers, caregivers, professionals and legislators; make decisions and problem solve independently
Experience developing curriculum and public presentations
Exceptional verbal and written communication skills
Solid research and organizational skills
Outstanding computer skills including internet proficiency
Self directed and highly motivated
Experience working as a member of a multidisciplinary team in a Statewide organization
Bilingual a plus
Must pass CORI check and background check as appropriate
Able to work extended hours as required by job description

Responsibilities

Participates in Managers' meetings and cross departmental projects
Manages the Southeast regional staff and volunteers and administration of Southeast regional office
Oversees Southeast regional budget

Collaborates with BIAMA's management team to plan and execute various operations and tasks of the company
Visits community health care organizations
Presents trainings to community organizations, families and survivors about brain injury and the BIAMA
Collaborates with disability health advocates and community organizations by attending events/meetings as required
Plans, conducts, administers and maintains a network of individual and family support groups and recreational events; prepare required paperwork
Collaborates with Marketing/Communications department to ensure the Southeast Region is represented in the media and social media
Vets, maintains and updates information and resources listings and information
Provides telephone, e-mail walk-in intervention, and advisement and follow up with survivors, caregivers, family members and professionals
Takes responsibility for the tracking of all I & R statistics
Prepares agency and statistical reports
Participates in required BIAMA activities
Represents BIAMA on task force committees, ad hoc groups, commissions
Participates in hospital visitation programs as needed
Continues to learn about brain injury rehabilitation, initiatives, services, etc. to best serve the community
Promotes staff development
Assists with grant applications as needed
Collaborates and advocates with other organizations and individuals on city, regional, state and national efforts
Conducts prevention programs and education trainings in Southeast region as needed
Creates and realizes an outreach plan for the Southeast Region
Disseminates information about BIAMA's programs and services through structured outreach activities; in hospitals, rehab facilities, ASAP's, and municipal health and public safety offices

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position.

They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person. The person may be required to perform duties outside of their normal responsibilities from time to time, as needed.

5/16/17