

Discovery Horse – Designated Manager

WHO ARE WE?

Discovery Horse is a behavioral health and mental wellness agency situated on a 15-acre therapeutic farm in Fort Ripley, Minnesota. The staff at Discovery Horse offers NeuroRelational Coaching™ in a multidisciplinary approach in working with children and families in crisis. At Discovery Horse, we model operating an organization based on healthy relating principles from the bottom-up – we encourage the personal work that provides a solid foundation to providing services in a healthy, authentic way – without self-sacrifice and the resulting burn out that is so common in our fields.

OUR MISSION:

Our mission is to create an environment where anyone can come to new understandings about themselves, practice new ways of being, and carry the value of connection and their own wisdom forward into their everyday lives. We value safety, authenticity, collaboration, and trust as means toward intentional relationship building. We have a vision where we believe in a world where every being feels belonging, feels security, and feels a strong sense of self - so that no matter what is going on around them, each can hear their own wisdom.

WHO ARE YOU?

Connected, passionate and motivated. Driven, with an entrepreneurial spirit. Resourceful, innovative, forward thinking and committed. At Discovery Horse, LLC, our people embrace these qualities, so if this sounds like you then please read on!

WHAT THIS ROLE WILL DO

The Designated Manager is an integral part of the Discovery Horse team. The Designated Manager is the resident subject matter expert and primary license holder in the Minnesota Licensing for Home and Community-Based Services (BCBS) Section.245D Waiver Program. The HCBS standards under Minnesota Statutes, chapter 245D, are part of a larger HCBS Waiver Provider Standards initiative to improve the dignity, health, and independence of the people we serve. The Designated Manager at Discovery Horse, LLC is responsible for the overall program management and oversight of the 245D Waiver Program.

At Discovery Horse, LLC, we are committed to creating a work environment where all employees are trained in and apply the principals of secure attachment in all relationships.

General Responsibilities:



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- Maintains, models, and encourages principals of secure attachment in all relationships.
- Responsible to build a trusted and connected team that cares for Discovery Horse, LLC and its clients.
 - Responsible to participate in the hiring, training, of employees with relationship to the Sec.245D Waiver Program.
 - Provides clear direction and feedback to staff regarding the Sec.245D Waiver Program. Designates a managerial staff person or persons to provide program management and oversight of the services provided by the license holder.
- The Designated Manager is responsible for the following:
 - Maintaining a current understanding of the licensing requirements sufficient to ensure compliance throughout the program as identified in section 245A.04, subdivision 1, paragraph (e), and when applicable, as identified in section 256B.04, subdivision 21, paragraph (g);
 - Ensuring the duties of the designated coordinator are fulfilled according to the requirements in subdivision 2;
 - Ensuring the program implements corrective action identified as necessary by the program following review of incident and emergency reports according to the requirements in section 245D.11, subdivision 2, clause (7). An internal review of incident reports of alleged or suspected maltreatment must be conducted according to the requirements in section 245A.65, subdivision 1, paragraph (b);
 - Evaluation of satisfaction of persons served by the program, the person's legal representative, if any, and the case manager, with the service delivery and progress toward accomplishing outcomes identified in sections 245D.07 and 245D.071, and ensuring and protecting each person's rights as identified in section 245D.04;
 - Ensuring staff competency requirements are met according to the requirements in section 245D.09, subdivision 3, and ensuring staff orientation and training is provided according to the requirements in section 245D.09, subdivisions 4, 4a, and 5;
 - Ensuring corrective action is taken when ordered by the commissioner and that the terms and conditions of the license and any variances are met; and
 - Evaluating the information identified above to develop, document, and implement ongoing program improvements.
- The designated manager must be competent to perform the duties as required and must minimally meet the education and training requirements identified by the statute.
- The designated Manager must ensure that the Designated Coordinator has the skills and ability necessary to develop effective plans and to design and use data systems to measure effectiveness of services and supports.
- Establishes oneself as the expert on Minnesota Licensing for Home and Community-Based Services (BCBS) Section.245D Waiver Program.



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- Maintains current knowledge of program requirements and trains staff on any changing regulations.
- Leads and participates in the training of NeuroRelational Coaches™ on the administration of the Section.245D Waiver Program.
 - Mentors coaches as they learn to navigate the .245D Program
- Developing collaborative teams and advocate for NeuroRelational™ approach to include the relationships of the team members in addition to the client's support.
- This position will in person work with hours that range from standard business hours to evening and/or weekend hours
- Willingness to provide direct support services when need.
- Completes other duties as assigned.

PREFERRED QUALIFICATIONS

- Education:
 - A baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
 - An associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
 - A diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older
- Have a minimum of three years of supervisory level experience in a program providing direct support services to persons with disabilities or persons age 65 and older.
- Competencies: Business insight, Financial Acumen, Manages Complexity, Global Perspective, Action Oriented, Optimizes Work Processes, Ensures Accountability, Collaborates, Communicates Effectively, Instills Trust, Demonstrates Self-Awareness, Manages Ambiguity

EQUAL EMPLOYMENT OPPORTUNITY

We are passionate and committed to our people and go beyond the rhetoric of diversity and inclusion. You will be working in an inclusive environment and be encouraged to bring your whole self to work. We will do all that we can to help you successfully balance your work and homelife. As a growing business we will encourage you to develop your professional and personal aspirations, enjoy new experiences, and learn from the talented people you will be working with. It's talent that matters to us and we encourage applications from people



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irrespective of their gender, race, sexual orientation, religion, age, disability status or caring responsibilities.

Discovery Horse, LLC strongly supports equal employment opportunity for all applicants regardless of age (40 and over), ancestry, color, religious creed (including religious dress and grooming practices), family and medical care leave or the denial of family and medical care leave, mental or physical disability (including HIV and AIDS), marital status, domestic partner status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, political affiliation, national origin (including language use restrictions), citizenship, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, sexual orientation, or any other basis protected by applicable federal, state or local law, rule, ordinance or regulation.

We also afford equal employment opportunities to qualified individuals with a disability. For this reason, Discovery Horse, LLC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant consistent with its legal obligations to do so, including reasonable accommodations related to pregnancy in accordance with applicable local, state and / or federal law. As part of its commitment to make reasonable accommodations, Discovery Horse, LLC also wishes to participate in a timely, good faith, interactive process with a disabled applicant to determine effective reasonable accommodations, if any, which can be made in response to a request for accommodations. Applicants are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek. Any applicant who requires an accommodation in order to perform the essential functions of the job should contact Discovery Horse, LLC to request the opportunity to participate in a timely interactive process. Discovery Horse, LLC will also provide reasonable religious accommodations on a case-by-case basis.

