



## **disAbility Resource Center of the Rappahannock Area, Inc.**

**409 Progress St., Fredericksburg, VA 22401**

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**[www.cildrc.org](http://www.cildrc.org), [drc@cildrc.org](mailto:drc@cildrc.org)**

### **Home Modification Program Manager, Full Time**

**Position:** Program Manager

**Location:** Fredericksburg, VA

#### **About the disAbility Resource Center (dRC):**

The disAbility Resource Center (dRC) empowers people with disabilities to live independently and fully participate in their communities.

We are seeking a Program Manager to oversee the Home Modification Grant Programs, ensuring effective program management, data tracking, compliance, and outreach. This role coordinates home modifications to enhance accessibility and safety for older adults and people with disabilities.

#### **Key Responsibilities:**

- Manage program setup, implementation, and compliance with funding agency regulations.
- Conduct intake interviews and oversee referrals, cost estimates, and contractor coordination.
- Serve as the primary contact for funding agencies, handling reporting and program administration.
- Maintain organized records and improve data tracking systems for reporting and evaluation.
- Assist in marketing and outreach to increase program participation.

#### **Qualifications & Preferred Experience:**

- Bachelor's degree preferred (social work, gerontology, public administration, or related field).
- Certified Aging-in-Place Specialist (CAPS) or ability to obtain certification (funding provided).
- Experience in program management (aging in place, home modifications, housing, or disability services preferred).
- Strong project management skills, ability to meet deadlines and manage multiple responsibilities.
- Proficiency in Microsoft Office Suite (Excel, Outlook, Word) and data tracking systems.
- Ability to interpret and communicate grant requirements to staff.
- Excellent organizational and communication skills, with the ability to collaborate with internal staff, contractors, community partners and program participants.
- Must have reliable transportation for travel within the service area.

#### **Additional Information:**

- Full-time position requiring travel within the service area for home assessments, contractor meetings, and outreach. Occasional overnight travel for training, and night or weekend commitments.
- The disAbility Resource Center is an equal opportunity employer. Persons with disabilities are encouraged to apply.

To Apply:

Submit a resume, cover letter, and completed job application to [drc@cildrc.org](mailto:drc@cildrc.org).

***Open until filled.***