



## **Personal Care Attendant (PCA) Managing Director**

**Reports to:** President and CEO

**Status:** Part-Time: 18-20 hours per week, with occasional on-call availability for emergencies.

**Application Deadline:** April 6, 2026

Down Syndrome Innovations (DSI) is seeking a part-time PCA Managing Director to lead the daily operations of our Personal Care Attendants (PCA) subsidiary. This role ensures high-quality services for adults with disabilities, oversees staff, ensures compliance, manages billing, and drives agency growth.

At Down Syndrome Innovations (DSI), our life-changing programs and services empower individuals with Down syndrome to live to their fullest potential. We serve as a trusted resource and community leader, sharing knowledge, building partnerships, and creating solutions that help individuals with Down syndrome and their families thrive.

While our mission is focused on supporting individuals with Down syndrome across the lifespan, our subsidiary, PCA (Personal Care Attendants), provides services to adults with a wide range of disabilities. Learn more about our work at [kcdsi.org](http://kcdsi.org).

### **Position Summary**

The PCA Managing Director oversees the day-to-day operations of the PCA agency, including staff supervision, client services, financial oversight, compliance, and strategic growth. This role serves as the liaison between DSI leadership and PCA staff and families while ensuring services align with DSI's mission and values.

This is an ideal position for a strong, organized leader who understands Medicaid-funded services and enjoys both people management and operational oversight.

### **Key Responsibilities**

#### **Operations & Service Delivery:**

- Manage daily operations of the PCA agency, employees, and client services
- Supervise PCAs providing services to adults with disabilities
- Provide training and ongoing support to PCAs

- Serve as liaison between clients, families, case managers, and independent living counselors
- Coordinate PCA scheduling, including vacations and absences
- Provide emergency fill-in support when substitutes are unavailable
- Maintain and improve service quality standards

#### **Hiring & Staff Management:**

- Recruit, advertise, and interview PCA candidates
- Conduct background checks and complete employment paperwork
- Maintain personnel records and documentation

#### **Client Recruitment & Oversight**

- Complete client intake paperwork
- Match clients with appropriate PCAs
- Monitor client Medicaid budgets
- Guide families applying for the Kansas Working Healthy program
- Ensure clients receive required Patient Bill of Rights documentation in accordance with K.A.R. 28-51-111

#### **Financial & Administrative Oversight:**

- Develop and manage the agency's annual budget
- Invoice Managed Care Organizations (MCOs) and private pay clients monthly
- Oversee payroll and ensure payroll taxes and required government reports are submitted
- Monitor accounts receivable and ensure accurate deposits and accounting entries
- Work with Kansas Medicaid MCOs and fiscal agents
- Ensure vendor invoices are accurate and processed timely manner
- Coordinate with billing and time-management software providers
- Prepare monthly and quarterly reports for DSI's Board of Directors
- Assess insurance needs and maintain appropriate coverage
- Maintain all required administrative and compliance records
- Create and maintain personnel policies and job descriptions
- Ensure all required state and regulatory reporting is completed
- Proficient and confident with technology, with the ability to quickly learn and effectively utilize systems such as QuickBooks, Salesforce and Paycor to ensure accurate, efficient operations.

#### **Long-Term Compliance Responsibilities:**

- Renew annual LLC registration
- Apply for Kansas Medicaid renewal (next cycle: 2028)
- Review and renew the Operating Agreement annually

## **Qualifications**

- Bachelor's degree in business, nonprofit management, healthcare administration, or a related helping profession
- Minimum three years of relevant experience
- Experience with Medicaid-funded services preferred
- Strong organizational, financial, and leadership skills
- Ability to manage multiple responsibilities independently
- Commitment to serving adults with disabilities

## **Additional Information:**

- Part-time position, hourly pay is negotiable based on credentials, specialized training, and experience.
- The schedule allows for flexibility, including the option to work remotely
- Send cover letter and resume to [jennifer@kcpsi.org](mailto:jennifer@kcpsi.org) by April 6, 2026 to be considered for the position.