

Class Concept

This is administrative and managerial work in day-to-day oversight of the management of large, comprehensive programs with statewide scope or overall management for the majority of residential programming in large state facilities. As Executive Team leadership, positions assure provision and coordination of services with local program delivery systems within the geographic region.

Position directs the provision and integration of developmental treatment programming, education, health care and support services to ensure a level of quality care for the persons considered residents, conforming to the requirements of Federal regulations, State statutes, departmental policies, and various licensing and certification agencies, boards, and groups. Position may be responsible for the oversight of admissions and discharges. Employees ensure comprehensive services meet each individual's needs through policy development, supervision, monitoring systems, development and service coordination. Facilities are reviewed against Intermediate Care Facility (ICF) federal standards. Workforce of facility is providing 24/7 care and coverage. Position directs and leads organizational programs and operations to include strategic planning, manages the allocation of clinical, budgetary, and meets/maintains regulatory requirements that support facility funding.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of accreditation standards and regulations in the programming service needs of the population being served.
- Working knowledge of quality/risk management considerations and ability to implement corrective plans.
- Working knowledge of federal, state and local policies and procedures.
- Considerable knowledge of comprehensive programming for person with mild to profound intellectual/ developmental disabilities.
- Thorough knowledge of educational service needs of this population.
- Skill in planning via broad, long-range programs and goals for the facility which include annual plans of work, budgetary planning, capital projects as well as for utilization of all employed staff.
- Skill and experience in operationalizing detailed plans that reach across the organization.
- Ability to develop and monitor schedules that maximize staffing and minimize overtime.
- Ability to establish goals and priorities and determine appropriate allocation of resources.
- Ability to direct a broad range of programs and services and interdisciplinary staff.
- Ability to establish/maintain effective and responsive working relationships with staff, the public, agencies, and advocacy groups.

Minimum Education and Experience

Master's degree in human services field from an appropriately accredited institution and three years of administrative, supervisory or professional level treatment programming experience with the population at the facility being served, one year of which must have been in a residential program; or

Bachelor's degree in a human services field from an appropriately accredited institution and four years of the above experience requirements, one year of which must have been in a residential program; or an equivalent combination of education and experience.