

HABILITATION PROGRAM DIRECTOR I

This is supervisory and managerial work in directing the activities and components of a varied developmental disability program within an area MH/DD/SAS agency. Employees usually manage two to five agency-based programs, as well as additional contracted programs. Employees are responsible for participating in the management team process in the areas of yearly and long-range plans, budgetary recommendations, and policy development. Employees supervise a variety of professional and paraprofessional personnel in the daily activities of program administration and quality assurance. Employees assess community, client, and program needs and develop long and short-term goals and objectives to address those needs. Employees work with community groups and state program management in establishing program priorities and emphases. Employees maintain formal relationships with other community service providers to coordinate service delivery. Employees work closely with contract agencies in the negotiation of contracts, program quality, as well as personnel and budgetary requirements.

Work is performed under general supervision and is subject to review and evaluation through conferences, written reports, and annual state monitoring visits. Duties may include other assignments as determined by agency management. Supervision is received from the agency director or deputy director.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop service/program goals, objectives, policies and procedures and insure they are in concert with the agency organizational mission and state program standards. Employees determine short and long-term priorities related to program goals and objectives based on assessment of community needs and input from program supervisors. Employees evaluate the feasibility of new programs as they impact on existing resources. They may assist in presenting plans to the area MH/DD/SAS board and other local and state officials to justify expansions in space, staffing, and equipment.

Organizing and Directing - Employees review and evaluate workload balance issues, procedural and organizational problems with program supervisors and provide technical assistance and problem solving. Organizational changes and establishment of new work processes, procedures, and policies may be discussed with higher level management. Employees confer with agency director on program modifications.

Budgeting - Employees prepare recommendations annually for space, personnel, supplies, and equipment based upon previous expenditures and inflationary influences, program objectives and priorities. Employees submit and justify program budgetary needs to management and are responsible for monitoring expenditures and recommending any necessary revisions. Employees are also involved in identifying new funding sources.

Training - Employees evaluate staff training needs and arrange for on-the-job training or coordinate with agency training programs and other resources. They delegate initial orientation and on-going training to supervisors but may participate in special programs or consult on new procedures and techniques. Employees provide educational presentations to community groups and local officials regarding program services.

Setting Work Standards - Employees are responsible for ensuring that work is carried out in accordance with agency and state program standards and guidelines. Many standards are governed by the professional practices, accreditation requirements, divisional and agency policies and priorities, and

federal and state law. Employees may make minor revisions in policies and procedures; major revisions are discussed with agency management.

Reviewing Work - Employees review daily work operations on an occasional basis and provide assistance to program supervisors as needed. Employees provide technical consultation to contracted programs and evaluate quality of care through in-house audits and peer review committees.

Counseling and Disciplining - Employees discuss any problems with staff and management and initiate the appropriate action set forth by departmental rules. Employees resolve minor discipline and other employee relations problems or situations. Employees issue initial oral and written warnings and recommend more serious disciplinary/grievance actions to higher level management.

Performing Other Personnel Functions - Employees may participate in recruitment of job candidates or delegate to subordinate supervisors, and forward final recommendations to management. They review and prepare performance evaluations, recommend with considerable influence promotions, dismissals and salary adjustments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is characterized by occasional changes resulting from changes in federal and state rules, regulations, and guidelines. Professional application of knowledge and skills may be modified as clinical techniques change.

Variety of Work Supervised - Employees direct developmental disabilities programs which have several program components. The work falls within the realm of developmental disabilities treatment modalities with interrelated knowledges and methodologies.

Number of Employees Responsible For - Eighteen to 30 professionals and paraprofessionals.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible and accountable for quality and quantity of services provided. Work is reviewed periodically with management to discuss technical, administrative, or organizational problems. Technical and administrative consultation is received from higher level management.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees supervise staff on regular day schedules and others on shift operations in residential facilities. Work force is basically stable and staff are dispersed within the county or multi-county area.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the concepts, practices, and techniques of the field of developmental disabilities to include assessments and development of comprehensive programs and treatment plans. Thorough knowledge of the population served. Skill in planning, developing, directing, and evaluating a habilitation program for clients with or at risk for developmental delays, developmental disabilities, or atypical development (emotional/behavioral disorders). Skill in coordinating, training, and supervising professional and paraprofessional staff, students, interns, and care providers. Skills in establishing rapport and relating to population served, families, community agencies and groups, and a variety of service disciplines.

Minimum Training and Experience - Master's Degree in a human services field and three years of professional developmental disabilities experience including one year of developmental disabilities administrative experience; or graduation from a four-year college or university with a degree in a human services field with four years of professional developmental disabilities experience including one year of developmentally disabilities administrative experience; or an equivalent combination of training and experience.