

## HABILITATION PROGRAM DIRECTOR II

This is administrative and managerial work in directing a comprehensive and diverse developmental disability program which includes agency-provided and contractual services. Employees are responsible for directing and coordinating the activities of agency program administrators and/or contract program administrators in providing a full range of developmental disability program services. Employees delegate supervision of day-to-day activities of specific program components to managers/supervisors or contract program administrators. Employees are responsible for developing, implementing, and evaluating short and long-range goals and objectives based on assessment of community and client needs; developing and implementing policies, procedures, systems, programs, performance standards, and resource utilization. Work also includes development of resources, assisting in organizing non-profit boards, and recruiting and training boards. In dealing with contracted programs, employees negotiate contracts, monitor standards, and ensure contractual compliance. They provide on-going consultation which may include budget and program development, personnel administration and staffing. Work is differentiated from lower levels in scope and diversity of program components in addition to administrative accountability in developing programmatic endeavors and contractual agreements. Employees serve on the area management team and report to the area director. Work may include other related duties as determined by management.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - As a member of the agency management team, employees are involved in long-range planning and organizational problem-solving for developmental disability services, as well as the area MH/DD/SAS program. Employees are responsible for developing and implementing policies, procedures, goals, and programs for developmental disability services. They determine physical and staffing needs and make requests to agency management, as well as meet with management to discuss goals and objectives as they affect the mission, work operations, and quality assurance of their unit.

Organizing and Directing - Employees review and evaluate major workload balance issues, work procedures, and organizational problems with program supervisors to authorize minor changes and plan for innovations in programming for pilot projects and new grants. Employees confer with the agency director on major organizational changes and procedures which affect other agency programs and the meeting of overall agency priorities and goals.

Budgeting - Employees evaluate budgetary needs for their programs based upon previous expenditures, inflationary influences, equipment and supply needs and projections. Recommendations in the form of justified priorities are made to agency management and area board. Work also includes development of fiscal and program proposals for state and federal officials to generate new resources through grants and pilot projects. Employees monitor all expenditures and recommend any necessary revisions.

Training - Employees evaluate and determine staff training needs for professional and paraprofessional staff, coordinate the provision of training opportunities and precept students. They participate in special programs or consult as needed to contracted programs on new procedures and techniques, as well as serving on panels at conferences to report to other professionals statewide on pilot projects and innovations in the field of developmental disabilities.

Setting Work Standards - Employees are responsible for establishing and developing work standards for the efficient operation of their programs. Many standards are governed by the professional practices, accreditation requirements, divisional and agency policies and priorities, and federal and state law. Other standards, procedures, quantity and quality requirements, and programs are self-planned and directed. Employees review existing policies and procedures to determine their practical applications. They may provide input to state program staff on changes needed in guidelines and requirements.

Reviewing Work - Employees provide overall administrative and technical review of the professional and paraprofessional employees within their programs through delegation. Employees are responsible for the overall quality, quantity, and provision of services of employees within their program including contracted services.

Counseling and Disciplining - Employees initiate the appropriate actions in handling performance and behavior problems of staff. Counseling and oral warnings may be delegated to subordinate program supervisors. More serious disciplinary action, such as final warnings and dismissals are discussed with management.

Performing Other Personnel Functions - Employees may participate in recruitment of possible 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 make decisions regarding staff eligibility for merit raises.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable in some programs except for the components which involve the development of new techniques, pilot projects, variations in inter-agency relationships, and the development or implementation of unusual standards. Work also responds to changes in divisional or agency priorities. Professional applications of knowledges and skills may be modified as clinical techniques change.

Variety of Work Supervised - Programs are comprehensive and varied with a full array of services including staffing by traditional disciplines, clinicians, and specialists ranging to medical and/or doctoral level staff, as well as students and interns.

Number of Employees responsible For - Forty to 60 agency staff and 70 to 150 contracted staff or a comparable combination.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible and accountable for quality and quantity of services provided. Work is reviewed periodically with agency director to discuss major administrative problems. Program accomplishments and adherence to standards are reviewed annually during State monitoring visits.

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 in satellite operations and facilities 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 administration experience; or an equivalent combination of training and experience.