

Class Concept

The Developmental Services Manager classification involves administrative and professional work in managing staff that provide health, safety, and interdisciplinary habilitation services to individuals with intellectual and/or co-occurring disorders. Positions ensure compliance with residential-based health, safety, and habilitative services as required by Intermediate Care Facilities (ICF) guidelines or the Omnibus Budget Reconciliation Act (OBRA), state and federal laws, and facility policies and procedures and are responsible for investigating all incidents in their area. Positions provide training, supervise, and evaluate Unit Managers (QIDPs) and/or direct care staff that may include Health Care Technicians, Educational Development Assistants, or Youth Program/Education Assistants as well as professional staff such as Educators, Nurses, Social Workers, Vocational staff, and office support personnel. Positions are responsible for the coordination of services with allied health, medical, and educational/vocational services, serve as members, and may supervise the interdisciplinary treatment team. Positions provide specific and detailed input toward developing and/or modifying individuals' active treatment plans. Developmental Services Managers are accountable for the 24/7 delivery of progressive services (Occupational Therapy OT, Physical Therapy PT, psychological, educational, medical, behavioral, and recreational) to persons with developmental and/or intellectual disabilities and/or co-occurring disabilities and may facilitate and contract for such services. Other responsibilities include ensuring that individuals receive continuous, active treatment to develop new skills and to maintain existing skills. Positions report to a director or assistant director level position at the facility.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of active treatment programs, their implementation procedures, and the interdisciplinary team process
- Basic knowledge of up-to-date best practices in health, mental health care practices, and supports for individuals with intellectual disabilities
- Basic knowledge of the basics of physiological, nutritional, sensory-motor, affective, cognitive, social, communication, and adaptive development
- Basic knowledge of the available services and paraprofessionals and professionals required to implement individual person-centered plans
- Ability to plan short and long-term program goals
- Ability to interpret and apply ICF guidelines or OBRA, state and federal regulations as well as facility policies and procedures
- Ability to identify and provide staff training
- Ability to ensure service design and delivery to provide individuals appropriate active treatment programs
- Ability to compile and to review data to provide and/or revise programs based on individuals' needs
- Ability to effectively communicate with facility management, staff and community service agents
- Ability to make recommendations and requests on behalf of individuals.
- Ability to make judgments to involve other paraprofessional and professional in treatment needs.

Minimum Education and Experience

Bachelor's degree in a human services or related field from an appropriately accredited institution and three years of experience providing services in a setting that serves individuals with disabilities, including one year of supervisory experience of direct care staff in a residential setting with the appropriate population. This experience must follow obtaining the bachelor's degree but may include volunteer or paid experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.