

Class Concept

This is professional supervisory work in coordinating the activities of a developmental disability program for infants and toddlers ages birth to three (3) and their families, within the Early Intervention Branch's local lead agencies, known as the Children's Developmental Services Agencies (CDSAs).

Employees are involved in planning and directing the daily program activities in addition to working with management in the areas of long range planning, resource utilization, quality assurance, and budget development. Employees utilize discretion and judgment in the application of program policies and guidelines. Employees are also responsible for personnel management to include performance evaluation and training for agency based programs. Employees work with contract programs to ensure program compliance and quality assurance; however, employees may have limited involvement in contracted services personnel management. Work also requires that the employees spend a significant amount of their time in direct client treatment and case consultation. Duties may include other assignments as determined by agency management. Supervision is received from Agency Director or Deputy Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the concepts, practices, and techniques of the field of developmental disability or infant and child mental health to include assessments, development of comprehensive programs and/or treatment plans.
- Thorough knowledge of the population being served.
- Skills in organization and management of time and resources.
- Ability to train and supervise professional and paraprofessional staff.
- Ability to coordinate and instruct staff, family members, and care providers in carrying out methods and techniques utilized in the developmental disability or infant and child mental health field.
- Ability to establish rapport and relate to populations served, families and community agencies and groups, and a variety of service disciplines.

Minimum Education and Experience

Master's degree in a human services field from an appropriately accredited institution and two years of professional developmental disability or infant and child mental health experience preferably including administrative/supervisor experience; or

Bachelor's degree in a human services field from an appropriately accredited institution and three years of professional developmental disability or infant and child mental health experience, preferably including one year of administrative experience; or an equivalent combination of education and experience.