

Class Concept

This is administrative and managerial work depicting either management of professional disciplines or large residential service program delivery in large state facilities. As Executive Team leadership, position assures provision and coordination of services with local program delivery systems within the geographic region. Large state facilities often have two or more of these positions to divide the large number of clinical and operational components within the facility structure.

Positions plan and coordinate to direct the operations of the clinically related, medically related or residential departments to ensure quality care 24/7 to all the individuals that reside at the Facility. Supervision may include the Medical Staff, Dental staff, Nursing services, OT/PT/Speech, Pharmacy, Recreational Therapy & Community Employment, Psychological Services, Social Work, Educational components, Staff Development, and Residential Program Managers. Auxiliary medical services are provided on-site or may be contracted off-site.

Work requires conforming to the requirements of Federal regulations, State statutes, departmental policies, and various licensing and certification agencies, boards, and groups. Facilities are reviewed against Intermediate Care Facility (ICF/IID) and/or OBRA 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 staffing and budgets, 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 resident population served and particular to long term care settings.
- Working knowledge of quality/risk management considerations and ability to implement corrective plans.
- Working knowledge understanding of person-centered planning process and how health fits with agency mission.
- Working knowledge of federal, state and local policies and procedures.
- Considerable knowledge of facility service delivery needs.
- 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.
- Ability to develop, monitor and evaluate contractual services and arrangements in a cost effective manner.
- 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 using team process.
- Ability to establish effective and responsive working relationships with staff, the public and advocacy groups.
- Excellent negotiation and communication skills.

Minimum Education and Experience

Master's degree in human services field from an appropriately accredited institution and four 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 five 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; or

A clinical practitioner in one of the disciplines supervised will be acceptable (substituted for human services degree) if the candidate has had significant experience in a residential program in a setting serving people with intellectual/developmental disabilities or neuro-cognitive impairments.