

Class Concept

This is administrative and managerial leadership over the operations of a regional center for individuals with intellectual and developmental disabilities within a state facility. Work may include coordination of services with local delivery systems or statewide program service delivery. Work requires directing the provision and integration of developmental treatment programming, education, medical care and support services to ensure resident care for people with intellectual/developmental disabilities that is consistent with Federal regulations (Intermediate Care Facilities ICF), state statutes, departmental regulations and various boards and advisory groups either personally or by delegating to others. Workforce provides 24/7 care and coverage, at times on multiple sites. Position directs and leads organizational programs and operations to include strategic planning, manages the allocation of clinical, budgetary, human and physical plant resources, and meets/maintains regulatory requirements that support facility funding. Position is the final decision authority on all personnel functions.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of quality/risk management considerations and ability to implement corrective plans
- Thorough knowledge of accreditation standards and regulations in the developmental/intellectual disability setting
- Thorough knowledge of educational service needs of this population
- 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
- Excellent negotiation and communication skills
- Ability to establish goals and priorities and determine appropriate allocation of resources
- Ability to establish effective and responsive working relationships with staff, the public and advocacy groups
- Ability to direct a broad range of programs and services and interdisciplinary staff
- Ability to adhere to federal, state and local policies and procedures

Minimum Education and Experience Requirement

Doctoral degree in special education, psychology, disability studies, or related field from an appropriately accredited institution and three years of broad management or administrative experience in services for people with intellectual/developmental disabilities; or

Master's degree in hospital administration, human services, nursing, or one of the fields listed above from an appropriately accredited institution and six years of experience in services for people with intellectual/developmental disabilities, three of which must have been in a broad management or administrative capacity or an equivalent combination of education and experience.