

## DEVELOPMENTAL EVALUATION CENTER ASSISTANT DIRECTOR

This is supervisory and managerial work in facilitating the delivery of diagnostic evaluation, treatment, consultation, education and technical assistance services to developmentally disabled children and their families. Employees administratively supervise the professional clinical staff and oversee the unit operations. Employees provide clinical oversight, ensure that quality services are provided, and represent the Developmental Evaluation Center (DEC) on various agency committees to improve the delivery of services on a regional basis. Work is differentiated from the Developmental Disabilities Clinical Services Supervisor I by the significant involvement in budgetary matters, the development and coordination of service contracts, identifying resources and overall planning of programs and staff. Employees may also provide advanced, in-depth clinical supervision in the evaluation, treatment planning and follow-up services for developmentally disabled children. Work is performed with considerable independence and is subject to review by the Developmental Evaluation Center Director through conferences and written reports.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Participate in the development of new program ideas and service delivery models. Employees assist the DEC Director with identifying resources and developing the overall plan of operation for the center. Has substantial input into decisions regarding budgetary and personnel matters, and the coordination of services between the DEC and other community agencies. Develops and maintains systems for monitoring the progress of clients through the evaluation and assessment process.

Organizing and Directing - Employees make changes in workflow methods and instruct staff on changes to facilitate the evaluation and treatment of clients. Offers guidance on the selection of testing instruments for complex cases.

Budgeting - Review staff requests for materials and supplies. Set parameters for the allocation of resources, monitors line item expenditures and authorizes the procurement of supplies as appropriate.

Training - Employees orient new staff to the mission of the DEC, specific team procedures and individual responsibilities related to clinical and service coordination. They determine the training needs of the staff and may conduct training sessions on changes in federal mandates for services provided.

Setting Work Standards - Employees establish policies and procedures that define the clinical process and quality standards, determine the relevance of information in a client's intervention plan and final written report, and may work with team leaders to provide guidance on setting priorities.

Reviewing Work - Employees review individual clinical diagnostic reports to provide feedback on comprehensiveness and clarity. Employees monitor the flow of cases to ensure that appropriate procedures are followed to provide quality service to children and their families.

Counseling and Disciplining - Employees resolve formal and informal complaints, issue oral and written warnings and recommend more serious disciplinary action to the DEC Director.

Performing Other Personnel Functions - Employees interview potential new staff and have major influence in the selection, salary recommendation and performance evaluation of all center personnel. Assures that any team leader follows established personnel policies and procedures.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable. Frequently responds to changes in the regional needs and demands, or federal mandates to shift the emphasis of evaluation and assessment to a designated group.

Variety of Work Supervised - Programs are comprehensive and varied with a full array of services including staffing by a multidisciplinary evaluation team.

Number of Employees Responsible For - Fifteen to twenty agency staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees work independently in developing programs to address operational needs ensuring adherence to quality and quantity standards. Work is usually reviewed upon completion and during annual work planning performance review conferences. Accomplishments are reviewed through office program reports and periodic site visits.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - None

Fluctuating Work Force - None

Physical Dispersion of Employees - Work force is basically stable, but may be dispersed in satellite operations and facilities within the county or multi-county area. Difficult to recruit clinical positions are frequently vacant which requires reconfiguring clinical operations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of child development and developmental disabilities. General knowledge of a variety of disciplines comprising a multidisciplinary team. Considerable knowledge of governmental community resources providing services to children and families. Strong organizational skills to manage and coordinate the workflow process and resolve interpersonal conflicts. Ability to communicate effectively with parents and various professionals on issues regarding high-risk infants. Ability to analyze and integrate multidisciplinary findings, develop intervention care plans and manage client needs.

Minimum Training and Experience - Master's Degree in a human services field such as social work, special education, child development, psychology, guidance and counseling, or nursing and three years experience in working with programs for developmentally disabled children including one year in an administrative, consultative or supervisory capacity; or graduation from a four-year college or university with a degree in a human services field and five years of professional developmental disabilities experience including two years in an administrative, consultative or supervisory capacity; or an equivalent combination of training and experience.

Special Note - This a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.