

DEVELOPMENTAL EVALUATION CENTER DIRECTOR

This is administrative, managerial and supervisory work in directing the activities of a Developmental Evaluation Center that provides comprehensive interdisciplinary diagnostic services to young children who have or are at high risk of having developmental disabilities. Employees plan programmatic center operations to include intervention, treatment, consultation, education and technical assistance to reduce the effects of disabilities on young children and their families. Employees negotiate contracts for personnel, provide input into long and short-range fiscal management goals of fee collection, cash management and billing, and work with interagency local or regional councils to establish program priorities and improve the services to developmentally disabled children. Work is performed under general supervision and is subject to review through conferences, written reports and periodic state auditing visits. Statewide program direction is provided by the Maternal and Child Health Children and Youth Section.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop service and program goals, objectives, policies and procedures for all clinical activity in conjunction with other community resources. They ensure that the goals are consistent with state program standards and meet the needs assessment of the clients and their families. Employees evaluate the feasibility of new programs as they impact on existing resources and justify expansions in space, staffing and equipment.

Organizing and Directing - Employees make significant changes in the organizational structure of the center to respond to state and federal mandates for service. Daily operations are directed by the DEC Assistant Director, Clinical Services Supervisor or Team Leader.

Budgeting - Employees evaluate budgetary needs for their programs based on previous expenditures and projected revenue through billing and insurance collection. Employees set parameters for financial allocation, monitor all expenditures and recommend any necessary revisions.

Training - Employees evaluate and determine internal staff in-service training needs, and encourage staff to conduct training for other agency developmental disability specialists and clinical professionals.

Setting Work Standards - Employees are responsible for establishing and developing work standards for the efficient operation of their programs to meet federal auditing guidelines, clinical licensure, accreditation requirements, divisional policies and procedures, and state law. They participate in statewide and regional planning meetings to coordinate services and ensure that the center is keeping in line with trends for evaluation, assessment, treatment and education. Precedent setting or controversial issues with statewide impact are reviewed at the department level.

Reviewing Work - Employees provide administrative review of the professional and office support staff and input into evaluation methods or program service delivery by reviewing individual discipline data sheets, consultations, standards and needs assessments.

Counseling and Disciplining - Counseling and oral warnings may be delegated to the DEC Assistant Director, Clinical Services Supervisors or Team Leaders as the first line review. More serious disciplinary actions such as final warnings and dismissals are discussed with the Central Division staff.

Performing Other Personnel Functions - Employees make decisions concerning the recruitment, appointment, promotion and dismissal of all staff, with some input from subordinate supervisors. Assures that all established personnel policies are followed by subordinate staff.

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 serve a designated group.

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

Number of Employees Responsible For - Twenty to thirty-five agency staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible for the quality and quantity of services provided. Work is reviewed periodically with the Regional Supervisor and or Maternal and Child Health Children and Youth Section staff to discuss major administrative and or programmatic problems. Accomplishments and adherence to standards 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 interdisciplinary team functions, management, organizational development principles, and personnel policies and procedures. Broad knowledge of developmental disabilities, evaluation procedures and human service delivery systems. Strong interpersonal skills to negotiate collaborative efforts and agreements for serving the client population. Ability to direct a multidisciplinary professional team to work together to address the needs of developmentally disabled children and their families.

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 four years experience in working with programs for developmentally disabled children including two years 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 six 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 is 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.