

STATE OF NEBRASKA CLASS SPECIFICATION  
**DEVELOPMENTAL DISABILITIES COMMUNITY  
COORDINATOR MANAGER**

EST: 10/09 - REV: 07/14  
CLASS CODE: G72833

**DESCRIPTION:** Under administrative direction, this class manages the transition process of individuals with developmental disabilities from an ICF/DD facility to community based services, or coordinates services for children with intellectual disabilities who are state-wards or for individuals who are ordered to the Department via DD Court Ordered Custody. This class is responsible to supervise DD Community Coordinator Specialists; develop, implement, and modify policies, procedures, strategic planning, and operational guidelines for the transition process and on-going service coordination activities under direct control; and to develop training and communication strategies regarding transition services in accordance with DOJ agreements, CMS requirements, the DD Court Order Custody Act, applicable child welfare regulations, or Developmental Disability Title 404 NAC regulations.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The DD Service Coordination Supervisor class is responsible for day to day supervision of Service Coordinators and is not involved with the development of policies, procedures, strategic planning, nor operational guidelines for service coordination programs. Although this class makes decisions similar to the DHHS Administrator I class, positions classified to the DHHS Administrator I class are responsible for larger, more complex programs with substantial budgets.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties, nor do the listed examples include all the duties that may be assigned.)

Develops, implements and modifies policies, procedures, strategic plans, operational guidelines and program goals for the assigned service coordination transition process.

Develops relationships with community providers to partner for transition services. Serves as a consultant for community providers; trains and educates community provides on care and transition requirements.

Confers with social work professionals in other organizations, court and law enforcement staff/officials to promote and develop community resources and awareness of developmental disability services.

Plans, assigns, and directs the work of assigned DD Community Coordinator Specialists; trains new employees in service coordination.

Develops, implements, and modifies processes that collect and analyze data relating to transition and service coordination activities. Analyzes trends and patterns to identify changes in policies and practices to obtain improvement.

Collaborates and serves as a liaison with federal representatives, ICF/DD facility administrators, Child and Family Services Division representatives, and community providers to ensure statutory and/or regulatory requirements are met through the transition process and to resolve problems.

Leads meetings, functions as a consultant or advocate for DD clients through the transition process; facilitates educational and communication strategies for persons (clients, families and/or guardians) impacted by the transition process. Explains regulations and statutory requirements.

G72833 -- Developmental Disabilities Community Coordinator Manager (continued)

Attends Juvenile Court, vulnerable adult hearings, or DD Court Custody cases to provide case plan and court reports along with testimony when required.

Takes emergency action such as removal of a client from a provider, authorizes funding to community providers caring for clients in the transition process, or to authorize wrap around services when necessary.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: business and management principles pertinent to program management, strategic planning, resource allocation, supervisory techniques, leadership techniques, and coordination of people and resources; principles of supervision and staff development; principles of individual and group behavior and dynamics; and budget administration practices.

Ability to: effectively communicate orally and in writing with a wide variety of individuals; identify and relate pertinent pieces of information to form conclusions; to establish program objectives or performance goals and to assess progress toward their achievement, to analyze operational problems and develop timely and economical solutions, to create a work environment reflecting employee ownership; to formulate policies to meet identified needs, goals, or objectives; and respond to changes in direction, priorities, and agency values.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's Degree in social work, human development, human services, or related field and two years of progressively responsible related experience.

**LEGAL REQUIREMENTS:**

N/A

**SPECIAL NOTE:**

Some positions may require successful completion of in-service training for court related job duties.

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.