

DEVELOPMENTAL DISABILITIES PROGRAM DIRECTOR

DESCRIPTION: Under administrative direction, this position is responsible for direction, operation, and coordination of the Quality Improvement Program at the Beatrice State Developmental Center. The BSDC Quality Improvement Program incorporates the following units: QMRP, Investigations, Regulation and Policy, and Safety & Security. The position is also responsible for direction, operation, and coordination of other units such as the Media Resource Center and Office Services. The position provides direction through both subordinate supervisors and direct supervision. The position operates with latitude and discretion and reports to the facility Chief Executive Officer.

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

Supervises and directs the work of subordinate supervisors and program staff. Initiates or recommends personnel actions related to selection, disciplinary procedures, performance appraisal, leave, work schedules and assignments, grievances, and administers personnel and related policies.

Assumes a leadership role in the development, review, and assessment of the facility Quality Improvement Plan and Strategic Plan. This involves determining initiatives, defining specific objectives, related action plans and quality improvement measures, assigning specific responsible individuals, and monitoring the effectiveness and impact of outcome on clients.

Administers the facility Critical Incident Review process and assures quality and thoroughness of abuse and neglect investigations as well as incident/injury investigations.
Assure that Prevention Plans are completed to minimize or reduce future risk.

Directs the analysis and interpretation of various regulations, such as Title XIX, HIPAA, state licensing regulations and/or all applicable standards as they impact operations and services provided by the facility.

Evaluates, allocates, and directs department resources, as needed, to meet facility and/or Developmental Disabilities System needs and outcomes.

Reviews and evaluates facility status and develops facility policies and procedures relative to such as issues as client rights/advocacy, person centered active treatment plans, risk management, safety & security, and records/data management.

Serves as an Administrator on Call

FULL PERFORMANCE KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: budget and resource allocation principles

Ability to: provide leadership skills in forming a cohesive dynamic upper management work team

ENTRY KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: Nebraska Developmental Disabilities service delivery systems, individual rights, active treatment and person centered planning concepts, Title XIX and other related regulations, modern behavioral modification principles and practices and cognitive behavior management techniques in application to habilitation programming for the developmentally disabled, practices, principles, and theories of QI and strategic planning, principles and practices of management/supervision, problem solving and planning techniques, and legal responsibilities related to DD treatment.

Ability to: provide effective leadership, collect and analyze data and outcome information in making decisions concerning client treatment, evaluate the progress of clients and quality of an active treatment program, exercise judgment and discretion, to interpret and apply complicated regulations and standards, plan-coordinate-direct functions of a large department, and establish and maintain effective working relationships.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is a Bachelor's Degree in a Human Services Field with at least five years of experience working with persons with developmental disabilities, two years of which were at the administrative, consultative, or supervisory level dealing with QI, program evaluation/planning, and interpretation of federal/state regulations and statutes.