

STATE OF NEBRASKA CLASS SPECIFICATION
DEVELOPMENTAL DISABILITIES SERVICE COORDINATION
SUPERVISOR

EST: 11/91 - REV: 09/13
CLASS CODE: V72832

DESCRIPTION: Under limited supervision, supervises Developmental Disabilities Service Coordinators responsible for overseeing service delivery to persons with intellectual or other developmental disabilities. Provides technical assistance and training to Developmental Disabilities Service Coordinators regarding policies and procedures of the service coordination system; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.) This classification is responsible to supervise Developmental Disabilities Service Coordinators who coordinate effective services on behalf of individuals with intellectual or other developmental disabilities through assessment, service plan development, referral, and monitoring activities.

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

Supervises and evaluates the work of Service Coordinators and support staff members by effectively recommending personnel actions related to selection, work schedules and assignments, performance, leave requests, grievances, and disciplinary procedures.

Provides technical assistance and training to Service Coordinators in completing intake and eligibility determination processes; Individual Family Support Plans, Individual Program Plans, or Annual Support Plans.

Assists in developing, interpreting, and implementing policies, procedures, and regulations related to the provision of service coordination.

Monitors implementation of policies and procedures and regulations.

Manages the efficient use of staff and resources including, but not limited to organization of work, size of caseload, acquisition of equipment, or other needed resources.

Compiles area registry of persons needing services as well as persons currently receiving services to ensure the availability of useful information for policy makers, state officials, and others to support the statewide planning, management, and budgeting process.

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

Knowledge of: current practices in the field of community-based developmental disabilities services; case management; program planning; medications; the principles of normalization; provision of habilitation services; Nebraska's Home and Community-Based Waiver; client appeal/due process mechanism.

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(continued)

Ability to: train and oversee the work of professional and clerical staff; communicate to exchange information; develop working relationships with persons with intellectual or other developmental disabilities, their families, interdisciplinary team members, agency representatives and individuals or groups interested in intellectual or other development disabilities; analyze behavioral data.

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

Bachelors degree and professional experience in: education, psychology, social work, sociology, human services, or a related field; and experience within a specialized developmental disabilities service system in delivery of habilitation and or case management services. Experience leading, coordinating, directing, monitoring and/or supervising others.

SPECIAL NOTES:

Overnight travel may be required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).