

**DESCRIPTION:** Under administrative direction, these positions perform administrative work to manage a defined residential organizational area designated as an ICF/DD, which may include several individual homes which provide care for the developmentally disabled. These positions are responsible for the quality assurance process within their assigned ICF/DD to ensure compliance of rules and regulations. Also, these positions are responsible for staffing assigned area(s), and managing the budget through subordinate Home Managers. Through this role, this class ensures the facility protects and promotes the health, safety, and well being of the individuals served through coordination, integration and monitoring of comprehensive services including medical, nutritional, educational, vocational, behavioral, psychiatric, residential and habilitative across 24 hours per day, 7 days/week; develops organizational unit policies, procedures, goals and objectives, including procedures which require the reporting of any evidence of abuse, neglect, or exploitation of any individual served by the facility in accordance with Neb. Rev. Stat. 28-372 of the Adult Protective Services Act or in the case of a child, in accordance with Neb. Rev. Stat. 28-711; ensures compliance with facilities policies and procedures, standards/ regulations and Labor Union Contract; and maintains staff appropriate to meet individuals needs; 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 class is utilized only in the Developmental Disabilities Division of DHHS. This class is responsible for planning, organizing, and direction of an assigned ICF/DD and is responsible to report in all matters related to maintenance, operation, and management of the ICF/DD to the licensee of the facility and be responsible to the licensee, in accordance with all requirements of Title 175 (Nebraska Administrative Code), Chapter 17, Intermediate Care Facilities for persons with Developmental Disabilities. Also in accordance with Title 175, these positions function in the capacity described as “administrator” therein.

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

Provides leadership for the provision of services with support departments to ensure the health, safety, and well being of the individuals including nutrition, nursing, psychological, medical, social service, recreational, educational, vocational, religious, speech and language.

Ensures the effective prevention, identification, reporting, approvals, and response to injuries/incidents/ allegations of abuse or neglect.

Monitors and analyzes services to ensure individuals’ developmental and physical needs are being met and human and legal rights protected.

Collects, reviews, assesses, and summarize data to draw conclusions and set priorities regarding quality service delivery and to formulate action plans. Provide feedback and direction to teams to promote quality delivery of services.

Provides administrative direction to staff by supervising and coordinating functional assignments and performing related personnel functions. Monitors, coaches and provides feedback to staff on a regular basis. Evaluates the work of subordinate staff; effectively. Recommends and/or makes decisions

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regarding personnel actions related to selection, disciplinary procedures, performance, leave of absence, grievances, work schedules and assignments; administers personnel and related policies and procedures. Coordinates and/or assists in developing staff training programs for personnel in the assigned residential program.

Conducts staff meetings as assigned to the area involving discussion of persons served, their activities, progress, and treatment or placement recommendations. May attend interdisciplinary team meetings.

Ensures compliance with agency and facility policy, title XIX Regulations, Labor contracts, and other state/federal statutes.

Assesses and monitors staff practices to ensure that staff training and environment maximize health and safety of individuals (e.g., abuse/neglect, injuries, restraints and elopement). Advocates for persons served and ensures rights are respected.

Ensures adequate staff coverage for treatment programming activities by reviewing staffing patterns and making needed staffing and schedule changes.

Oversees team functions for the admissions, discharges, transfers of individuals served in the program. Collaborates with BSDC Program Officials and personnel, Developmental Disabilities Division, Service Coordination and community providers.

Allocate resources, pursues best practices, and refines policies and procedures and plans for service delivery at the Beatrice State Developmental Center.

Develops and submits budget for assigned organizational area, for equipment, travel and special projects. Monitors equipment, supplies and personal services budget as part of fiscal responsibility and accountability.

Develops and implements plans of correction in response to utilization reviews, state and federal surveys.

Ensures trained staff serves in this role in the absence of the ICF/DD Manager, and ensures an effective ICF/DD Manager-on-call process.

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

Knowledge of: developmental disabilities service delivery, problem solving and planning techniques; state and federal standards; interaction concepts.

Skill in: Developing relationships; communicating; planning organizing, and evaluating work; problem solving.

Ability to: interact cooperatively, maintain effective working relationships; display versatility in managing workload relative to volume, type and time frames; delegate responsibilities; plan, develop, coordinate, and organize activities; analyze situations; and provide leadership.

**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 human services field required and a minimum of 3 years successful management experience in the field of Developmental Disabilities. Must meet qualifications of a Qualified Developmental Disability Professional (QDDP) as defined by the Regulations of Title XIX Standard 483.430.

Bachelor's degree from a college or university in the human services field, as defined in the Title XIX Standards 483.430(b) (5) (x) 583.430 (a) (3) (I) (ii) 483.40 (B) (i ix), which includes the:

- a) Study of human behavior (e.g. psychology, sociology, speech, communication, gerontology, etc.)
- b) Human skill development (e.g. education, counseling, special education, human development, etc.)
- c) Humans and their cultural behavior (e.g. anthropology).
- d) Any other field of study of services related to basic human care or the human condition (e.g. rehabilitation, counseling, literature, the arts, etc.), a minimum of one year experience providing services to persons with intellectual or other developmental disabilities.

**SPECIAL NOTE:**

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).