

PROGRAM ADMINISTRATION (DEVELOPMENTAL DISABILITIES SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Developmental Disabilities Services, the incumbent is responsible for coordinating, implementing and monitoring the delivery of the services of the Developmental Disabilities Services program which is operated by contract agencies, Westchester County, and New York State. Supervision may be exercised over subordinate professional and para-professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in achieving the goal of eliminating the waiting list for residential services in Westchester County by coordinating all residential referrals including new facilities and backfills into the existing 1000 bed residential system operated by both voluntary agencies and New York State;

Maintains the county priority list of developmentally disabled consumers requesting residential placement, tracks the vacancies within the residential system and makes referrals to facilitate placement;

Coordinates requests for all services under the Home and community Based Services Medicaid waiver for residential habitation, day habilitation, environmental modifications and individual support services;

Gives direction and oversight to the Comprehensive Case management services provided by the Department of Community Mental health;

Gives direction and oversight to the Home and Community Based Medicaid Waiver case management services provided by the Department of community Mental Health;

Works with elements of the county criminal justice system and oversees and directs the Alternative Sentencing Program for Developmentally Disabled Offenders;

Oversees the Homeless Outreach Project for people with developmental disabilities and insures that homeless people with a developmental disability receive the residential, habilitative and case management services they require;

Provides information to other county departments, providers of services and the community at large concerning Developmental Disabilities Services programs and policies;

Advises the Director of Developmental Disabilities Services on policy issues and interprets policy to consumers, advocates, service providers and the general public as well as acting as liaison to various state offices and departments;

Participates in the development of the Department's short and long term plans.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and techniques used in coordinating the delivery of developmental disability services; good knowledge of the principles and practices of administration including record-keeping and data-control functions; good knowledge of Federal Medicaid rules and regulations; good knowledge of new York State rules and regulations as they apply to the administration of Developmental Disability services; computer literacy with ACCESS, MICROSOFT WORD and EXCEL; ability to establish and maintain effective working relationships with groups and individuals; ability to clearly and concisely express ideas verbally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) five years of professional experience in the development and/or administration of mental health and/or health related programs for persons with developmental disabilities, two of which must have been at a supervisory level; or (b) a Master's Degree* in a human services discipline, mental health administration, public administration, health care administration or business administration and four years of experience as stated in (a) including two years of supervisory experience; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
MML599

Job Class Code: C1761
Job Group: XII