



## **Job Description**

**Job Title:** Director of Developmental Disabilities Services  
**Department:** Developmental Disabilities Programs  
**Reports To:** Chief Program Officer  
**Salary:** \$120,000  
**FLSA Status:** Exempt  
**Prepared By:** HR Director  
**Prepared Date:** 09/25/2009  
**Revised Date:** 04/13/2023

### **Summary of Position**

A Senior Management Level position under the supervision of the Chief Program Officer and is responsible for the overall operation of each program/facility. Responsible for ensuring that all facilities comply with policies and procedures per State and Federal Regulations.

### **Essential Duties and Responsibilities (other duties as assigned)**

- Be responsible for the continuous direction and oversight of all program activities and facilities operation including compliance with all State and Federal regulations.
- Ensure and maintained working agreements with other providers with the objective to ensure, to the greatest extent possible, that opportunities exist in the community for movement of appropriate individuals to less restrictive residential settings.
- Ensure that hospital affiliation agreements are maintained with one or more hospitals to admit individuals for inpatient services, when needed.
- Ensure that all facilities and services provided adequately meet the physical, social and developmental needs of all individuals and that there is adequate protection of each individual's health, safety, comfort and well-being and civil, human and legal rights.
- Assist in developing and maintaining a good relationship with our neighbors and the surrounding community where our facilities are located.
- Ensure that standing committees are established to address issues that relate to; if needed:
  - Aversive conditioning
  - Human Rights
  - Incident Review
  - Infection Control
  - Utilization
  - Any and all other mandated committees
- Establish policies concerning the operation of the facilities and the well-being of individuals.
- Ensure that each facility maintains a current Manual of Policies and Procedures and the facility is compliant with the requirements of this manual.
- Meet with Residence Managers and Residential Director on a regular basis.
- Ensure that in all facilities, clinical and medical services are rendered promptly and in accordance with individual program plans.

- Make frequent visits to each facility to assure that the safety and health requirements are observed, and the physical environment is comfortable and attractive and that proper individual care and programming are carried out.
- Designate an individual to assume day-to-day control of the facility at all times when the Residence Manager is absent.
- Review facility spending to ensure that proper equipment, materials and supplies are sufficient and that facility spending is within budgetary allocation.
- Ensure that all Incident Reports are filed as required and that all accidents, incidents, emergencies are properly investigated.
- Ensure that all individual records are maintained in compliance with all State and Federal Regulations.
- Make available for distribution a summary of the laws, regulations and procedures concerning admission, readmission and discharge individual.
- Be ultimately responsible for adequate direct support professional coverage for all three (3) shifts per day; seven (7) days per week.
- Ensure through the diverse disciplines are working in unison and cooperation to formulate comprehensive treatment plans for each individual.
- Supervision of the QIDP staff to ensure all related responsibilities to service coordination for the individuals and billing is appropriately achieved.
- Work with the Administrative Office's - Business Manager/Operations to ensure that proper equipment, materials, and supplies are in sufficient quantities to guarantee the therapeutic and general well being of the individual population
- Ensure in conjunction with the nurse that the health needs of each individual is met and maintained using facility or outside medical services.
- Participate directly or through delegation of staff in all DD Council activities within each borough in which services are rendered.
- Assist in the development of a quality assurance protocol with impetus to ensure certification, accreditation for program needing such licensure by the state for each program, and user participation in monitoring of programs.
- Develop and implement staff development and training on all levels, administration, management, supervisors, direct support professionals, and clinical staff, etc.
- Develop on going strategic planning to incorporate quality enhancement of the individual's individual achievement of integration, independence, inclusion and productively.
- Facilitate and review all plans for individual's vacations prior to submission to executive management.
- Respond to both relevant RFP(s) and pre-promulgated standards distributed by the Standards and compliance department of OPWDD.
- Respond to any and all statement(s) of deficiency.
- Participate in agency wide five year planning.
- Participate in agency management meetings as necessary.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Candidate should have (a) either a Masters degree in administration or a health/human services related field, plus (4) years senior supervisory experience in developmental disabilities services or (b) a bachelor's degree with (8) years senior supervisory experience in developmental disabilities. Requires the candidate to be on-call and available 24 hours a day or as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER:**

*This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Director of DD Services in this Agency's operation. Management reserves the right to revise the job or require other assigned tasks.*

***My signature below indicates that I have received, reviewed and fully understand the job description for the Director of DD Services. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.***

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<b>Approved by:</b>	<i>Director, Human Resources</i>
<b>Date Created:</b>	<i>09/25/2009</i>
<b>Date Reviewed/Revised:</b>	<i>04/13/2023</i>
<b>Date Approved:</b>	