Job Opportunity Bulletin

Post Date: January 18, 2013

JOIN THE DDS TEAM!
For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: 473-811-8268-001

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Melissa Woodall

Number: (916) 322-9001

Email: melissa.woodall@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

PROGRAM DIRECTOR
Developmental Disabilities Programs

Salary: $6,882 - $7,587
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

The Program Director has oversight and direct involvement in highly confidential and sensitive Developmental Centers and Community Facility (DC/CF) system issues, interaction with the DC/CFs and other state and federal agencies, and supervising the program and staff of the Health and Direct Care Services Section. There is approximately 20% statewide travel required.

For complete duties, please see the duty statement on the following page.

DESIRED KNOWLEDGE AND ABILITIES:

- Knowledge of the principles and methods of health care, rehabilitation, education, quality assurance, day training and psychiatric treatment as related to the care and treatment of DC/CF consumers.
- Empathetic and objective understanding of the issues of persons with mental or developmental disabilities.
- Knowledge and experience with the principles and practices of employee supervision, development, and training.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed application (STD. 678) and be sure to include the **basis of your eligibility** and position # **473-811-8268-001** on your application.

DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL CENTERS DIVISION
PROGRAM OPERATIONS
HEALTH AND DIRECT CARE SERVICES SECTION

DUTY STATEMENT

JOB TITLE: Program Director **POSITION #:** 473-811-8268-001

GENERAL STATEMENT OF DUTIES: Manage the workload of the Health and Direct Care Services Section, as clinical support of the Developmental Centers Division (DCD) Program Operations. Supervises the Section in quality assurance activities directly related to client health and safety in the Developmental Centers and Community Facility.

SUPERVISION RECEIVED: Reports to the Assistant Deputy Director, Program Operations.

SUPERVISION EXERCISED: Directly supervises the work of approximately 10 support staff, analysts, and professional staff.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Approximately 20% travel statewide to the Developmental Centers (DCs).

TYPICAL WORKING CONDITIONS: Open-spaced partitioned offices in a smoke-free environment. Ongoing interaction with DCs, Department Headquarters, Department of Public Health Services (DPH), and federal Region IX Centers for Medicare and Medicaid Services (CMS) officials.

EXAMPLES OF DUTIES:

%	Description of Duties
20%	Oversight and direct involvement in highly confidential and sensitive DC system issues. Interface with DC Executive Staff and DCD Leadership on complex priority matters, providing analytical work and insight to regulatory compliance specifications, including the statewide initiative to enhance systems for consumer services, and Governing Body.
20%	Direct supervision of program and professional/technical staff assigned to Health and Direct Care Services Section. Complete staff's performance reports and authorize training, travel, and use of time. Participate in DCD's mentoring program.
20%	Provide direction for monitoring, trending, reporting and follow-up on facility related incidents pertaining to consumer care, staff activities and facility environments. Evaluate analysis completed by subordinate staff and report daily, monthly, quarterly and annual data to DCD managers. Conduct training of response plans to staff. Review and edit written reports. Collaboration with Information Technology division's project staff on the development and implementation of a new incident data management system, communicate with DCD managers on program implementation processes through completion of the transition.
15%	Facilitate regular communications and partnering among DC/CF quality assurance departments and the HDCSS, including but not limited to monthly system-wide conferences, standing meetings with individuals, and other exchanges as needed.

%	Description of Duties
5%	Provide direction and leadership regarding specialty audits, surveys, evaluations, and assessments; ongoing development of standards of practice and regulations; provide consultation and recommendations related to client case management, environmental enhancement, active treatment, orientation and mobility, health care, person-centered planning, social-sexual development, client dining experiences, client program plan implementation and evaluation of staff qualifications and competencies.
5%	Supervise reviews, evaluations, and analyses of client and survey-related data, identify DC/CF and system wide patterns and trends related to client and survey data, prepare written reports, make recommendations to DCD managers for improvement where needed, and monitor follow up actions. Conduct evaluations and analyses of data when indicated. Review and ensure timely and accurate completion of legislative bill analysis.
5%	Liaison and provide technical support related to Department of Public Health licensing and certification issues; budget proposals and bill analyses when indicated; collect sensitive client information, prepare presentations, written and verbal reports, and track follow up actions taken and planned by DCs/CF; coordinate special projects in conjunction with facility staff and managers related to quality management, clinical services, risk management, and health and safety issues. Provide support or direct assistance with US Department of Justice Civil Rights of Institutionalized Persons Act investigations.
5%	Provide direction and oversight of DCD's nursing services and supervise DCD's Nurse Consultant. Develop nursing policies, procedures and best practices; provide consultation to facility nursing services managers; conduct staff training; review legislation related to nursing and health care management; liaison to facility Medical Directors and Coordinators of Nursing Services; and coordinate special projects related to health care and nursing services.
5%	Act in the absence of the Assistant Deputy Director, Program Operations and completes other duties as assigned.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____