

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

DODD Program Director

SERIES NO.:

6171

MAJOR AGENCIES:

Developmental Disabilities only

EFFECTIVE DATE:

10/04/2015

SERIES PURPOSE:

The purpose of the DODD program director occupation is to administer & evaluate overall developmental center consumer/individual-based programs & services in order to ensure compliance with ICF/IID (i.e., Intermediate Care Facility for Persons with Intellectual Disabilities) Medicaid standards & to achieve organizational efficiencies & supervise professional &/or paraprofessional staff & act as assistant superintendent of consumer/individual programs.

At the administrative level, incumbents administer & evaluate overall developmental center consumer/individual-based programs & services in order to ensure compliance with ICF/IID Medicaid standards, supervise professional &/or paraprofessional staff & act as assistant superintendent of consumer/individual programs.

JOB TITLE

DODD Program Director

JOB CODE

61711

PAY RANGE

16

EFFECTIVE

10/04/2015

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of management & behavioral science to administer & evaluate overall consumer/individual-based programs & services in order to ensure compliance with ICF/IID Medicaid standards of consumer/individual programs & to achieve organizational efficiencies, supervise professional &/or paraprofessional staff & act as assistant superintendent.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
DODD Program Director	61711	EX	10/04/2015	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers & evaluates overall developmental center consumer/individual-based programs & services (e.g., behavior programs; daily living skill objectives; medication reduction goals; consent forms) in order to ensure compliance with ICF/IID Medicaid standards of consumer/individual programs & to achieve organizational efficiencies (e.g., staffing & operational expenditures), participates in formulation & implementation of facility-wide program policies & procedures, reviews unusual incident reports, supervises professional &/or paraprofessional staff & acts as assistant superintendent.

Acts as liaison with community & regulatory agencies; interfaces with survey personnel & writes plans of correction for CMS (i.e., Centers for Medicare & Medicaid Services) quality systems; acts as lead contact person for county board programs; participates in grievance process (e.g., answers to first step grievances; hears grievances relative to operations area; represents facility at 3rd step & arbitration hearings); conducts staff meetings with programmatic/paraprofessional &/or labor staff; acts as chairperson for committees (e.g., dietary review; inventory control; human rights review; behavior support).

Conducts training sessions/seminars at public agencies (e.g., schools; service clubs); conducts in-service training of area service agencies (e.g., county boards/schools/nursing homes/waiver providers/ICF/IID).

MAJOR WORKER CHARACTERISTICS:

Knowledge of social or behavioral sciences; management; supervisory principles & techniques; federal ICF/IID Medicaid standards; budgeting; quality assurance; public relations; public speaking. Skill in operation of personal computer*. Ability to use research methods in gathering data; interpret extensive variety of technical material in books, journals & manuals; develop complex reports & position papers; establish positive & progressive atmosphere as program director; prepare & deliver speeches to various groups.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in social or behavioral sciences, public administration, or health care administration; 24 mos. trg. or 24 mos. exp. in ICF/IID Medicaid standards in an ICF/IID or other residential setting (i.e., nursing facility) or as a provider of Medicaid waiver services in a community or congregate setting; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 6 mos. trg. or 6 mos. experience in budget management (e.g., individual staffing &/or operational expenditures).

-Or completion of graduate core program in business administration or management & a bachelor's degree in professional human services category (e.g., psychology, education, anthropology); 24 mos. trg. or 24 mos. exp. in Medicaid standards in an ICF/IID or other residential setting (i.e., nursing facility) or as a provider of Medicaid waiver services in a community or congregate setting; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 6 mos. trg. or 6 mos. experience in budget management (e.g., staffing &/or operational expenditures).

-Or Equivalent Of Minimum Class Qualifications For Employment Noted Above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.