

**POSITION DESCRIPTION****SENIOR DIRECTOR, CENTER FOR ADULT DEVELOPMENTAL SERVICES**

Leadership Team

Region Ten Community Services Board

---

CLASSIFICATION TITLE: Senior Director, Center for Adult Developmental Services

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent serves as the program director for all Developmental Disability services operated under the authority of Region Ten Community Services Board. In this capacity, he/she is the primary resource for planning, development, implementation and evaluation of all aspects of Region Ten's Adult Developmental Disability services. He/she is the supervisor of all Adult Developmental Disability services directors and other supervisory staff. He/she has budgetary responsibility for Adult Developmental Disability funds received by direct operating day and residential services and contract oversight for some services for some consumers whose day support services are delivered by other day support vendors. The incumbent is accountable for overall program compliance with program standards, Region Ten personnel policies, state licensing requirements, state and federal regulations and other evaluation measures. The incumbent participates as a primary resource in short and long range planning and new service development and as a resource to the community on Developmental Disability issues.

The incumbent reports to the Region Ten Executive Director and duties require participation in formulating and carrying out policies, objectives and programs in his/her service areas. Errors committed may have a continuing long-term negative effect on operations of the total organization. With direction only, he/she sets own standard of performance. The incumbent will perform in accordance with professional ethics and established Region Ten policies.

MAJOR DUTIES:

1. Conducts on-going needs assessments to determine adult developmental case management and program service delivery requirements.
2. Develops adult developmental service delivery program recommendations for case management and program service delivery activities.
3. Prepares annual budgets and applicable budget revisions for adult developmental disability service delivery programs.
4. Deploys and supervises program services delivery personnel in accordance with agency approved plan.
5. Evaluates developmental disability service delivery programs to assure compliance with existing operations requirements, i.e., standards, legislation, mandates, policies, etc.
6. Develops Region Ten's Adult Developmental services delivery plan.
7. Attends supervisory meetings (individual and group) to provide supervision, management (decisions), leadership (direction, motivation), information exchange, evaluation and supervision of developmental disability services directors and staff.
8. Meets with supervisor, receives supervision, reports on developments, coordinates and prioritizes activities; receives policy guidance/sanction.
9. Interacts with agencies, advisory committees, Region Ten Board, state officials, clients and public as a local government authority on developmental disabilities.
10. Visits program sites to provide on-site management and to maintain sense of purpose, familiarity with staff, clients and issues.
11. Maintains correspondence, reads and writes policies, publications for journals, official documents, reports, etc.
12. Provides professional leadership as needed in the Region Ten catchment area.
13. Contributes to overall leadership of Region Ten.

QUALIFICATIONS:

A valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. A master's level degree in a human services field with documented experience in direct service delivery and a minimum of 5 years of increasingly responsible experience in developmental Disability program administration is preferred in addition to the below listed, required knowledge, skills and abilities.

The incumbent must possess the following knowledge, skills and abilities.

Knowledge of:

- Management/Administration of a adult developmental case management and program service delivery system;
- Program planning and evaluation;
- Fiscal management (budgeting, resource allocation and monitoring);
- Client casework documentation;
- Staff deployment and coordination; in-service -- training/staff development;
- Policy formulation and implementation
- Characteristics and needs of a wide range of disabilities, intellectual disabilities, autism, mental illness, epilepsy, physical handicaps, organic syndromes
- Teaching and counseling techniques and service models of severely and multiply impaired persons;
- Continuum of services available locally and within state

**SENIOR DIRECTOR, CENTER FOR ADULT DEVELOPMENTAL SERVICES  
Leadership Team – Region Ten Community Services Board**

**Page 2**

- Intellectual and developmental disabilities as etiology, symptoms, diagnosis, and recovery;
- Inter-agency coordination;
- Communication skills (oral, written and interpersonal);
- Laws and policies and regulations of federal, state and local governments and Region Ten relevant to services and administration, and service marketing

Skills in:

- conducting program needs assessment;
- developing program goals and objectives;
- preparation of budget/budget revisions;
- monitoring expenditures;
- designing and implementing policies and procedures (service delivery, administrative, etc.);
- providing and coordinating in-service training/staff development;
- developmental disability services delivery;
- translating standards into achievable practices; counseling, rehabilitation techniques
- inter-agency/inter-government coordination;
- program development and evaluation;
- provision of consultation education services;
- community relations, and
- written, oral and interpersonal communications

Abilities to :

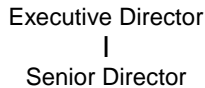
- demonstrated leadership;
- to work effectively with all levels of persons;
- coordinate and evaluate a wide array of vocational, residential and recreational service models for 24 hour care of severely disabled persons;
- quickly assess and respond to client and program emergencies;
- allocate and stretch resources to meet changing needs;
- exercise sound judgment;
- work under minimal supervision;
- maintain confidentiality;
- communicate effectively with staff, board members, government representative, and representatives of locally based organizations;
- effectively provide, via direct intervention or through inter-agency coordination, services to mental health clients and their families;
- project tone and flavor to organization/personnel leadership, and
- to motivate and lead, to clarify and validate objectives

MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION:                      Region Ten Community Services Board  
500 Old Lynchburg Road  
Charlottesville, Virginia 22901

POSITION ORGANIZATION CHART



GRADE:    17

SCHEDULE: 40 hours per week.

Position Description Updated: January 16, 2019

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date