

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION

Position Title: **Community Supports Director**

Department: Community Supports

Location: 5720 State Route 345 NE, New Lexington

Supervisor: Superintendent

Normal Working Hours: Full-time position, routinely 8 hours per day, may be required to work evenings and/or weekends, schedule may be flexible and variable

FLSA Status/Classification: Unclassified, Salaried, Contract position, Exempt Management Employee

Salary Range: Commensurate with education and experience

Safety-sensitive: No

### **SUMMARY**

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The Community Supports Director (CSD) is a directional position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to move the department and organization forward according to PCBDDs strategic plan. Under general guidance and direction of the Superintendent, the CSD oversees all the activities and functions of the Community Supports Department to ensure they align with the PCBDD mission, vision, and values. The CSD participates in agency-wide strategic planning activities and is responsible for providing program leadership, administrative leadership and supervision of personnel in the Community Supports Department. The CSD also advises the Superintendent and the Board on matters and issues related to the Community Supports Department.

The CSD performs specialized work coordinating and representing the agency in several significant aspects including, but not limited to: behavior support, community education, advocacy, the Academy for Leadership Abilities®, Pioneering Possibilities®, and community connections.

### **MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

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- Bachelor’s degree required, preferably in the fields of psychology, education, social work, public administration or related field
- Minimum 5 years direct experience using behavior support techniques with people with developmental disabilities and developing and/or implementing positive behavior support and/or risk reduction strategies, or plans/assessments
- Minimum 5 years direct experience working with the ALA curriculum or other leadership training program
- Demonstrated leadership, with a minimum of 5 years supervisory experience
- Experience in effectively collaborating with community resources and governmental agencies
- Eligible for DODD Service and Support Administration Supervisor certification
- Current and valid Ohio driver’s license with own transportation and acceptable driver’s abstract in order to meet criteria for insurability

### **KNOWLEDGE / SKILLS / ABILITIES**

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- Excellent communication skills (verbal, written, and interpersonal)
- Excellent organizational and time management skills
- Requires proficient knowledge and regular use of multiple information systems

Knowledge of:

- PCBDD services and the statutory authority vested in the Board; Ohio Revised Code, Ohio Administrative Code, and Ohio Department of Developmental Disabilities (DODD) rules and regulations as they apply to supporting people in their communities
- Medicaid services applicable to the DD field
- Local human service systems and other available community resources

Skills in:

- Robust leadership approach with demonstrated, successful outcomes
- Sharp capacity for systems thinking and effective and engaging communication
- Oral and written communication, including documentation, training, public speaking, and sensitive situations

Abilities to:

- Maintain confidentiality of records, information, and program matters
- Comply with PCBDD services, policy, and procedures
- Read, analyze, and interpret complex documents, professional journals, technical directions, and government regulations; write reports, business correspondence, contracts and procedures
- Work as a collaborative member of the PCBDD Leadership Team
- Establish and maintain a positive rapport with other organizations and department heads
- Work a flexible schedule with the potential of work outside routine business hours; may include evenings
- Tolerate a high level of stress and work under pressure of deadlines
- Demonstrate emotional intelligence, flexibility, and adaptability regarding change and unpredictable environments
- Lead strategically, stimulate creativity, and motivate and inspire higher levels of performance

***PROBATIONARY PERIOD***

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A probationary period does not apply to this position. Terms of employment are outlined in the management contract.

***WORKING CONDITIONS***

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 65% in office, 35% travel and out of building commitments, telecommuting possibility.

Work Pace – Self-paced, requiring the ability to be self-motivated, plan and organize time, and to adhere to mandated timelines. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – Position may require sitting for periods of time, alternating between standing and walking. Minimal physical labor is required. Significant time may be spent in front of a computer screen. Frequent lifting (up to 20 lbs.) and occasional heavy lifting (up to 50 lbs.) is required.

### ***POSITIONS SUPERVISED***

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Community Education Coordinator, Behavior Support Coordinator, Behavior Support Specialist, ALA Coordinator, Community Supports Facilitator, and ALA Facilitators

### ***ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS***

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#### **50% PROGRAM LEADERSHIP**

##### *Vision*

- Cast a vision and strategic direction for the development and growth of the Community Supports Department.
- Provide leadership to plan, develop, implement and oversee services designed to support people in their communities. These include, but are not limited to positive behavior supports, the Academy for Leadership Abilities®, Pioneering Possibilities, community connections, education, and advocacy.

##### *Oversight*

- Oversee the implementation of programs to support people to be the community. These include, but are not limited to: behavior support services, the Academy for Leadership Abilities®, Pioneering Possibilities®, community education, and advocacy efforts.
- Promote services as an avenue for education, advocacy, personal growth, and leadership training for people with developmental disabilities. Create, maintain and update strategies for community connections and education to promote understanding and acceptance for people with disabilities.
- Oversee strategies to promote involvement and integration of people with developmental disabilities in their communities at their level of interest, including recreational, civic, and social activities.

##### *Compliance*

- Ensure services are consistent with PCBDD policies and procedures, established principles and practices, applicable state and federal laws, and rules and regulations.
- Provide oversight of applicable Medicaid services and documentation.

##### *Support*

- Support for staff to effectively carry out responsibilities.
- Provide a work environment that cultivates and encourages creativity, productivity, and efficiency by enhancing staff knowledge and skills.

## 25% ADMINISTRATIVE LEADERSHIP

### Advise the Superintendent

- Recommend direction on matters including but not limited to: policy, procedure, finance, programs, and personnel to the Superintendent and the Board.
- Serve as a member of the PCBDD Administrative Team.

### Leadership Development

- Participate in training and activities to promote leadership growth at personal, departmental, and administration levels.
- Empower department team members to pursue skills to enhance their leadership abilities.

### Planning

- Contribute to the development of plans and strategies which advance the PCBDD in fulfilling its mission, including but not limited to: strategic planning, annual action planning, and the continual pursuit of quality through The Partnership for Excellence.

### Committee Leadership and participation

- Serve on committees as assigned to provide visionary leadership, thinking and direction.

## 20% SUPERVISION OF PERSONNEL

### Development of Staff

- Supervise and manage staff in fulfilling their daily responsibilities through routine accountability, including annual performance reviews.
- Facilitate and schedule regular, recurring connections with staff to provide active support, promote open communication, cultivate potential, and foster an environment where people work and learn together.

### Implement policies and procedures

- Adhere to and administer applicable PCBDD policies and procedures.
- Work with the Human Resources Director to update and revise policies and procedures as necessary for compliance and efficiency of operations.

### Budget Management

- Collaborate with the Finance Director to develop and manage the annual department budget.
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- Manage the operations of the Community Supports Department within the parameters of the approved department budget.

### Community Connections

- Ensure and maintain positive relationships with other employees, program participants, parents/guardians, providers, state and local community service agencies, and community members.

- Support the development and maintenance of a strong network of community contacts to convey or obtain information, promote understanding and acceptance within the community, and secure support for the mission of the PCBDD.

**5% MISCELLANEOUS**

Assume other duties as assigned, including but not limited to meeting attendance, professional growth activities, and PCBDD participation and/or representation at various community events.

***DECLARATION***

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read the qualifications/requirements for this position and to the best of my knowledge I believe I can perform these duties.

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Signature

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Date