

601 Senior Drive, New Lexington, Ohio 43764  
**Phone:** 740-342-3542  
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**TITLE: CHILDREN’S PROGRAM DIRECTOR**

<b>DEPARTMENT:</b> Children’s Program	<b>POSITIONS SUPERVISED:</b> Developmental Specialist, Early Intervention Service Coordinator, HMG Home Visiting Supervisor, Youth Supports Supervisor
<b>LOCATION:</b> 601 Senior Drive, New Lexington, OH	<b>SALARY RANGE:</b> Commensurate with education and experience
<b>SUPERVISOR:</b> Superintendent	<b>FLSA STATUS:</b> Exempt Management Employee
<b>NORMAL WORKING HOURS:</b> Full-time position, routinely 8 hours per day, may be required to work evenings and/or weekends, schedule may be flexible and variable	<b>CLASSIFICATION:</b> Unclassified, Salaried, Contract position
<b>PROBATIONARY PERIOD:</b> Terms of employment are outlined in the management contract.	<b>SAFETY SENSITIVE:</b> No

**SUMMARY OF POSITION:**

The Children’s Program Director (CPD) 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 the Board’s strategic plan. Under general guidance and direction of the Superintendent, the CPD oversees all the activities and functions of the Children’s Program Department to ensure they align with the PCBDD mission, vision, and values. The CPD participates in agency-wide strategic planning activities and is responsible for providing program leadership, administrative leadership and supervision of personnel in the Children’s Program Department. The CPD also advises the Superintendent and the Board on matters and issues related to the Children’s Program Department.

The CPD performs specialized work coordinating and representing the agency in several significant aspects, including but not limited to: Early Intervention (EI), Help Me Grow (HMG), School-Age, Summer Camp, Family Support Services and Employment Navigation.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s Degree in Early Childhood, Education, Social Work, Public Administration or related field which supports ODH, HMG, and DODD Early Intervention rule requirements
- Eligible for credential as HMG Early Intervention Service Coordinator Supervisor through the Ohio Professional Registry

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- Demonstrated leadership with a minimum of 5 years supervisory experience
  - Minimum of 3 years' experience in supervision, case management, early intervention service coordination, and/or working with children birth – age 5 with disabilities, developmental delays, or diagnosed physical or mental conditions
  - Experience in effectively collaborating with community resources and governmental agencies
  - Excellent verbal, written, and interpersonal communication skills
  - Excellent organizational and time management skills
  - Proficient knowledge with routine use and understanding of multiple information systems
  - Valid driver's license with won transportation and acceptable driving abstract in order to meet criteria for insurability, as driving is an essential function of the position.
  - Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### Knowledge of:

- Applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities, specifically related to Ohio Early Intervention, Ohio Department of Health (ODH) Home Visiting, and the Ohio Department of Developmental Disabilities (DODD).
- Medicaid services applicable to the developmental disabilities field
- Local human service systems and other available community resources
- Person-centered philosophy and principles

### 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:

- 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 Senior Leadership Team
- Establish and maintain a positive rapport with other organizations and department heads
- Tolerate a high level of stress and work under the pressure of deadlines
- Demonstrate emotional intelligence, flexibility, and adaptability regarding change and unpredictable environments
- Demonstrate sensitivity, respect and dignity for diverse populations
- Comply with the Bill of Rights for people with disabilities
- Adhere to Ohio's Mandated Reporting requirements in accordance with Ohio Revised Code.

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## EXPECTATIONS & WORKING CONDITIONS:

*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* – 85% in office, 15% travel and remote work commitments. Regular and frequent travel necessary to support working remotely. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Time Management / Work Pace* – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the Senior Leadership Team and the Children's Program Department. Regular, predictable, and punctual attendance is an essential function of the position.

*Physical Demands* – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Problem Solving / Decision Making* – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

*Communication* – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

*Teamwork* – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

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## POSITIONS SUPERVISED:

Youth Supports Supervisor, HMG Home Visiting Supervisor, Developmental Specialist, Early Intervention Service Coordinator

## ESSENTIAL DUTIES & RESPONSIBILITIES:

### 50% PROGRAM LEADERSHIP

#### Vision

- Cast a vision and strategic direction for the development and growth of the Children's Program Department.
- Provide leadership to plan, develop, implement and oversee services designed to support people in their communities. These include, but are not limited to Early Intervention (EI), Help Me Grow (HMG), Recreation, School Age, Summer Camp, Family Support Services and Employment Navigation

#### Oversight

- Oversee the implementation of programs to support people to be the community. These include, but are not limited to, Early Intervention (EI), HMG Home Visiting, School Age Services, Summer Camp, Family Support Services and Employment Navigation.
- Represent the agency to collaborative groups, both local and statewide, which support families and children.
- Prepare and administer, in collaboration with the Finance Director, grants for children's programs
- Oversee the Family Support Services program. Monitor implementation and approval of program activities and resources.
- Oversee the Family Support Services.

#### Compliance

- Ensure services are consistent with PCBDD policies and procedures, established principles and practices and 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.

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## **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 Senior Leadership 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.

### Budget Management

- Manage Children's Program Department operations within the parameters of the approved department budget.
- Collaborate with the Finance Director to develop and manage the annual 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.

### 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 ongoing employee development.

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- 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 Administrative Supports Director to update and revise policies and procedures as necessary for compliance and efficiency of operations.

**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:**

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and 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 these position description 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