

CLARK COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

2527 KENTON STREET, SPRINGFIELD, OHIO 45505

EXTERNAL NOTICE OF POSITION AVAILABILITY

ADULT SERVICES DIRECTOR

Monday - Friday; 7:30am - 4:00pm

TO BE POSTED: DECEMBER 18, 2009 THRU JANUARY 8, 2010 OR UNTIL FILLED

HUMAN RESOURCE OFFICE IS CLOSED DEC 25 - JAN 3

PRE-EMPLOYMENT REQUIREMENTS:

Masters Degree: Vocational Rehabilitation, Psychology, Counseling or Similar Area; Previous Experience Compatible With Certification Standards
Eligible For ODDD Adult Services Certification, ODDD Adult Services Certification At Management 3 Level Or Management Certification
Valid Driver's License

POST OFFER OF HIRE REQUIREMENTS:

Negative Results Of A Two-Step Mantoux TB Test And Drug Screening
Satisfactory Results Of Local And State Records Checks
Satisfactory Physical Examination Including Work Related Lifting Test

POST-EMPLOYMENT REQUIREMENTS:

Acquire/Maintain Applicable License/Certification/Registration In Good Standing; Attend Annual Inservice Workshops; Abuse Prevention/Neglect; Orientation; Related Position Required Training

RESPONSIBILITIES/JOB DUTIES:

Under the administrative direction of the Superintendent, has chief oversight of Adult Services provided to DD enrollees, staff and operations. Plans, develops and implements Adult Services Adult Day Array program; establishes priorities, provides program direction, assigns tasks and is responsible for the delivery of services in accordance with rules, accreditation standards and program objectives; establishes the table of organization for the Adult Services program area; makes recommendations on personnel selection, retention, promotion, salary adjustments and severance; supervises. Participates as member of Superintendent's Administrative Team in developing and implementing Board wide plans and operational strategies; works with other administrative team members in effective operation of Board programs and activities. Develops and is responsible for the supervisory control of Adult Services budget; issues purchase requisitions, prepares related reports, etc.; develops and reviews record systems to track program progress, etc.; researches alternative funding sources and develops funding proposals and provides sound fiscal management to ensure compliance with budgetary requirements including Medicaid Adult Day Array, CARF, DODD, OSHA and DOL. Confers with management to plan, develop and implement adult services program outcome measures. Develops and implements agency-wide planning. Serves as the principal liaison between QUEST non-profit board and the Board of Developmental Disabilities of Clark County as well as the Board representative to a number of community organizations committed to adult day array services for individuals served by the Board. Participates in and cooperates with community partners and providers of services. Responsible for the establishment of professional enrichment programs and implementation of staff training plans; monitors delivery of services and provides evaluation assessment to promote program and staff improvement. Attends inservices and professional development as required in addition to preparing required reports and other information related to Adult Services. Performs other related duties as assigned, to include but not limited to: serving on committees and/or serving as a trainer.

COMPENSATION: Starting pay is \$62,264.75 - \$74,717.70 (depending on level of degree and experience)

BENEFITS: OPERS Retirement, Liability Insurance, Workers' Compensation, EAP (Employee Assistance Program), Sick Leave, Vacation, Holidays, Medical Insurance, Dental Insurance, Life Insurance, PayProtect Plan and Deferred Compensation Plans

DEPARTMENT: Adult Services

CONTACT: Jennifer Wade, 937-328-2729 x 287

APPLY AT: Submit APPLICATION to: Clark County Board of Developmental Disabilities, Human Resources Office, 2527 Kenton Street, Springfield, Ohio 45505, Attention: Delores Beard

Copy of college transcripts, all required licenses, and three professional references are required to be submitted with your application. Only those applicants who clearly demonstrate meeting minimum requirements of the position will be interviewed.

* * * The Clark County Board of Developmental Disabilities is an Equal Opportunity Employer. * * *

It is the philosophy, intent, and commitment of the Clark County Board of Developmental Disabilities to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability or any other status protected by law.