



**South Peninsula  
Behavioral Health Services, Inc.**

3948 Ben Walters Lane, Homer, Alaska 99603

**Position:** Director of Intellectual/Developmental Disability Services (PRIDE)

**Vacancy Announcement:** 2016-008A (Amended)

**Classification:** Fulltime, benefited, exempt

**Opening Date:**

18 March 2016

**Department:** Intellectual/Developmental Disability Services (PRIDE)

**Closing Date:**

**Open until filled**

**Starting Pay:** Grade 29, Step depends on experience and qualifications

**General Description of Duties and Responsibilities:**

The Director oversees and is the primary improvement catalyst for all aspects of PRIDE Services. This is accomplished with a clear and visible commitment to high quality, whole person, and person-centered home and community based services and establishing, developing and maintaining trusting, supportive relationships with persons served, family members and service providers across the SPBHS and community health and social service array.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes, leads, evaluates and staffs all SPBHS intellectual/developmental disability services.
- Participates in hiring and provides orientation, supervision, coaching, support, discipline and training to PRIDE staff
- Ensures the provision of high quality developmental disability services that promote responsibility, individual development and empowerment in environments of choice.
- Supervises & monitors both waiver & grant funded services while monitoring all PRIDE service budget categories.
- Produce PRIDE Program quarterly reports, statistics, and the DD grant proposal; updates and oversees the Participant Satisfaction Surveys.
- Complete applications and wait list assessments, forwarding this information to DSDS; update wait list assessments as needed, complete TEFRA Options.
- Has a strong commitment to advocacy and self-advocacy and performs as an effective advocate for both individuals served and program needs.
- Promote advocacy, community education, and public relations in the community regarding SPBHS, PRIDE services, abilities and full community participation.
- Successfully coordinates with child and family services, residential services as well as services to adults with mental illness.
- Demonstrates a person-centered philosophy that guides service delivery and is communicated to stakeholders in an understandable manner.
- Contributes to the development of organizational policies and procedures, especially as they apply to intellectual/developmental disability services.
- Participates in the hiring and training of direct service providers.
- Effectively balances the expectations of persons served and other stakeholders.
- Achieves performance indicators in business functions that support financial solvency.
- Accessible to persons served as well as other stakeholders.
- Ensure the achievement of performance indicators in the service delivery areas of: Access to services, efficiency of services, effectiveness of services and satisfaction and other feedback from persons served and other stakeholders.
- Ensures all staff maintains confidentiality and case files in accordance with SBPHS policy.
- Researches, develops and secures alternative funding sources as needed.
- Participate in and encourages other's participation in quality assurance and performance improvement activities.
- Thorough and current knowledge of Medicaid Regulations, Conditions of Participation and service

eligibility guidelines.

- Ensure services adhere to intellectual/developmental disability principles as outlined by DSDS.
- Other duties as assigned.
- Embraces and models the values of accountability and responsibility to the SPBHS mission as a member of the SPBHS Leadership Team.

#### **LEADERSHIP COMPETENCIES:**

1. Successfully leads people by directing, motivating and inspiring.
2. Resourceful and able to achieve objectives in a variety of situations by ways and means.
3. Consistently demonstrates straightforwardness and composure.
4. Effectively employs a structured approach to transitioning individuals, teams and the organization from current states to future desired states.
5. Creates environments where employees and persons served are actively involved in decision making processes.

#### **OTHER REQUIREMENTS**

- Commitment to self-determination, inclusion and fully community participation.
- Knowledge of emerging and best practices of service delivery for developmental disabilities.
- Thorough understanding of critical issues in the live of people with developmental disabilities.
- Knowledge of scope and activities of public and private health and welfare agencies; community, state, and federal resources available.
- For the purpose of advocacy, understanding rules and regulations governing the educational system, entitlement benefits, and all rights and legal protections.
- Ability to partner and work collaboratively with persons served, their families, other agencies, and community stakeholders,
- Advocates effectively for individual and collective needs while empowering the effective self-advocacy of persons served.

#### **MINIMUM QUALIFICATIONS**

- A minimum of four years of directly providing home and community based services or experience directing and leading provision of intellectual/developmental disability services as well as a Bachelor's degree in social work, psychology, education or closely related human service field. Master's degree with additional knowledge and experience in areas of integrated primary care, behavioral health and/or addiction recovery may receive preference.
- Care Coordination Certification, or willingness to become certified within 1 year of hire
- 72 months of experience in clinical, educational, and administrative procedures, as they relate to the developmental disability services.
- Computer proficiency
- Clean driving record and reliable transportation.
- Able to satisfactorily complete a criminal background check.

#### **PHYSICAL DEMANDS**

This position may require light lifting, physical mobility, computer keyboarding and driving vehicles. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

Office space with some meetings requiring driving to community locations and occasional out of town travel.

To apply, turn in a completed application with resume in person at 3948 Ben Walters Lane, Homer, AK 99835, email to [hr@spbhs.org](mailto:hr@spbhs.org) or fax to (907)235-2290. Applications can found at [www.spbhs.org](http://www.spbhs.org).

South Peninsula Behavioral Health Services, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or another characteristic protected by law.