

## **Champaign County Job Description**

**Job Title:** Associate Director for Intellectual and Developmental Disabilities

**Department:** Mental Health Board

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Prepared Date:** November 2020

### **SUMMARY**

Under the supervision and in consultation with the executive director, this position is responsible for management of intellectual disability and developmental disability program operations including all planning, funding, monitoring, and evaluation activities.

### **CONTEXT**

The Mental Health Board and the Developmental Disabilities Board have statutory responsibilities to plan, fund, monitor, and evaluate the local system of care for mental health, substance abuse, intellectual disability, and developmental disability services and programs in Champaign County. A key component of this position is to assure there is fully integrated planning between the two boards and that overlapping populations are addressed in all processes. This position deals with client files and other client specific information of a confidential nature and shall comply with State and Federal confidentiality statutes. All client information shall be protected from unauthorized disclosure as defined by law and administrative rule.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following. Other duties may be assigned.

Evaluate provider contract compliance, key performance indicators based on outcome measures defined in the contract program plans. Monitor all contracts to assure conformity with their terms and delivery of services delineated in program plans. Define corrective action as necessary and monitor improvement. Primary area of emphasis: intellectual disability and developmental disability programs under contract with an estimated value of \$4,600,000.

Analyze applications for funding for mental health, substance abuse, intellectual disability, and developmental disabilities services and programs, and participate in the development of funding recommendations by the management team for the consideration of the Mental Health Board and the Developmental Disabilities Board.

Develop contracts to implement the recommendations of the Mental Health Board and the Developmental Disabilities Board, and, as lead staff, participate in contract negotiations with special responsibility for approximately \$4,600,000 in intellectual disability and developmental disability-related contracts to assure appropriate accountability.

Serve as lead staff in ID/DD system redesign process related to employment services and other community integration initiatives arising from Olmstead-related legislation, including the Employment First Act and class action suits such as *Ligas v. Hamos*, and from research in best practices. Participate in statewide efforts to advance these goals.

Some cross-training in behavioral health and substance use disorders is expected, in order to contribute to all areas of operation of the administrative team for each board and to advance a local system of care which responds effectively to the needs of individuals with co-occurring disorders.

Initiate contract amendments consistent with requirements and specifications delineated in the appropriate funding guidelines, including compliance with required revisions to associated contractual documents impacted by the amendment, e.g. program plan scope of work.

With emphasis on Intellectual Disabilities and Developmental Disabilities, collaborate with board staff on completion of annual reports and three-year plans as required by statute for the CCMHB, and serve as lead staff on performance reports and three-year plans as requested for the CCDDDB.

Participate and represent the Mental Health Board and Developmental Disabilities Board in professional networks, councils, and other collaborative bodies related to the local system of care for mental health, substance abuse, intellectual disability, and developmental disability services and programs. Coordinate with the Associate Director for Mental Health and Substance Use Disorder Services for participation in specific collaborations, including the Local Funders Group.

Collaborate with the management team for the Mental Health Board and the Developmental Disabilities Board: preparing for regular meetings and study sessions of the boards; attending meetings of the MH/DD Agencies Council; responding to inquiries about the system of services; planning and implementing special projects and community education/awareness activities; developing and conducting community needs assessments; creating funding application instructions and board documents. Participate in data collection and analysis for community needs assessment, agency contract monitoring, and service delivery system improvement. Promote and plan for cultural and linguistic competence in all domains of the service delivery system. Provide technical support to agency users of the online application and reporting system.

Other duties as assigned by the Executive Director and appropriate to the position.

### **SUPERVISORY RESPONSIBILITIES**

As senior staff, reviews and authorizes timesheets and time off requests, approves payroll and provides supervision when the Executive Director is not present to do so. As needed, offers direction and training regarding allocation and monitoring activities to other members of the management team. Is authorized to approve payments and purchases prepared by other team members. May direct or frame the work of student interns and consultants for certain projects.

### **DIMENSIONS**

Contract administration: 20-30 contracts (approximate)

Operating budget: \$4,600,000 (approximate) for intellectual disability and developmental disability services.

Employees: Matrix management – Management Team Member

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATIONS and/or EXPERIENCE**

Master's degree in a field relevant to behavioral health, intellectual and/or developmental disabilities, or public administration, plus three years of related professional experience, or Bachelor's degree (fields as listed) plus ten years of related professional experience. Most relevant is experience in developing and evaluating service systems for individuals with intellectual and/or developmental disabilities, with knowledge of payment and reporting systems and of the principles of cultural and linguistic competence. Experience with program monitoring and contract management is highly desirable. Must be competent in the use of statistical and computerized management and evaluation models.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret contract proposals, professional journals, technical procedures, or government regulations, including administrative rules and policy documents. Ability to write reports, business correspondence, memoranda, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, direct service staff, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as statistical measures, proportions, and percentages. Ability to apply concepts of basic algebra and financial and econometric analysis. Ability to read and understand contractor budgets and financial information.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draft valid conclusions. Ability to interpret an extensive variety of technical instructions in written and diagrammatic form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

As required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to move; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The employee is required to perform off site duties through the use of a personal vehicle.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.