

DEVELOPMENTAL DISABILITIES PROGRAM SPECIALIST

DEFINITION

Under direction of the Community Services Manager (Adult Developmental Disabilities), monitors the placement of developmentally disabled adults in agencies providing either residential support services or day support services; develops and manages funding arrangements; provides program assessments through feedback from case managers, parents, advocates and consumers; develops and provides training for service provider staff to address needs of the program area; investigates and makes related recommendations regarding abuse and neglect complaints; provides program public information; performs related duties as assigned.

EXAMPLES OF DUTIES

Acts as the primary contact for agencies assigned; meets with provider agencies quarterly, reviews quarterly reports, discusses progress and problems encountered in reaching agency goals; identifies broad-based needs and develops/provides training programs to address those needs; reviews and makes recommendations based on the semi-annual consumer satisfaction survey; investigates and makes recommendations regarding complaints from consumers, parents, guardians, case managers or other advocates and is the primary contact for abuse or neglect complaints; responds to service requests for consumers and authorizes the approved changes in consumer program of supports; responsible for preparing budgets for individual consumers and making recommendations to the Community Services Manager (Adult Developmental Disabilities); acts as liaison to other service systems and funding sources; responsible for supervision of professional and para-professional staff as assigned; reviews and makes recommendations for annual budget requests for assigned agencies; coordinates the activities of the intake unit for individuals in the assigned program area; and monitors programs for quality compliance in keeping with federal, state and county program standards.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in social work, behavioral disabilities and any other human service field and a minimum of five years of professional work experience in a developmental disabilities field. A master's degree in one of the above referenced disciplines is preferred.

Knowledge, Skills and Abilities: Knowledge of the developmental disabilities field and ability to assess needs of and services for disabled persons; knowledge and understanding of the principles of administrative and budgetary management; knowledge and familiarity with Dane County human services programs; possession of effective oral and written communication skills; ability to interact effectively with provider agency contacts, parents, guardians, and other persons.

Licenses and Other Requirements: Possession of or eligibility for a valid Wisconsin driver's license and access to reliable personal transportation.