



Employment Opportunity

Kittitas County, Washington

POSTED: 3/18/14

CLOSES: When Filled

DEVELOPMENTAL DISABILITIES PROGRAM COORDINATOR

The current vacancy in Public Health is a non-union, non-exempt, non-benefited project based position expected to begin as soon as possible. Hours are expected to average 60 per month but could fluctuate based on business need and program funding. Anyone who meets the qualifications stated below may apply. Screening of applications will commence 3/25/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$19.50 – \$25.74 per hour

ESSENTIAL FUNCTIONS include but are not limited to:

- Interpret and apply complex and detailed federal and state regulations to ensure program and planning compliance.
- Initiate, manage, and monitor developmental disabilities programs for compliance with applicable laws, regulations, contractual requirements, program guidelines, fiscal and statement of work goals and objectives.
- Administer, monitor and manage the County's requirements for DD program oversight as defined in RCW 71A.14 and the County Program Agreement/Division of Developmental Disabilities (DDD) County services contract with DSHS.
- Act as liaison between the County, state, local providers, and local advisory Boards, committees, and organizations to plan for and coordinate DD services.
- Development and oversight of provider network including credentialing, contracting, quality assurance and the delivery of technical assistance as applicable.
- Meet state reporting requirements for DD services.
- Maintain confidentiality requirements for DD service providers and recipients.
- Develop and submit a comprehensive plan for County DD services as required by WAC 388-850-020.
- Complete and submit all Service Information Forms to the DDD Region.
- Develop and submit the Biennial Spending Plan to the DDD Regional Office.
- Issue a solicitation for qualified Employment and Day Program Service Providers once every four (4) years and maintain an updated list.
- Participate as the County's representative in the Association of County Human Service (ACHS) meetings.
- Work with the Public Health Director to create and manage the program budget according to the Program Agreement/DDD County Services contract with DSHS and County process.
- Work closely with the Public Health Administrator and Accountant to safeguard public funds, establish and maintain adequate internal control systems, and comply with all fiscal requirements and oversight as stipulated in the County Program Agreement/DDD County Services contract with DSHS.
- Use the Case Management Information System (CMIS) to provide all necessary data and information, and to make billing requests.
- Submit and maintain comprehensive fee/rate schedules for approval to the DDD Region.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- At least five (5) years training and experience in the administration and/or delivery of developmental disabilities services to a community.
- Valid Washington State driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Possess knowledge of developmental disabilities and related service systems, needs, programs, and trends.
- Ability to interpret County, state and federal laws and regulations as they apply to programs, and communicate them effectively.
- Ability to understand and apply the Americans with Disabilities Act and Amendments.
- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with the community, customers, County personnel, and government agencies.
- Must be proficient with computers, including Microsoft Office programs, internet search engines, and possess intermediate spreadsheet and database skills.
- Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS AND KNOWLEDGE/SKILLS/ABILITIES:

- Bachelor's degree in Social Sciences, Public Administration, Mental Health, Rehabilitation, Social Work, Education or related field.
- Three (3) years of successful program coordination experience, to include administration and planning.
- Ability to produce accurate reports and records.
- Possess knowledge of Washington State's social services system and be able to perform assessments of client history and needs.
- Experience developing, implementing, and ensuring the success of service programs.
- Experience with and understanding of clinical quality improvement techniques.
- Knowledge of and experience with budget, fiscal management, grant writing, and strategic planning.
- Ability to perform program research, data tabulation, and analysis.
- Experience in successful conflict resolution/management.

WORKING CONDITIONS:

Work is performed in a variety of indoor environments and requires professional interaction with employees, outside agencies, and the public. Must be able to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate via telephone and in person. Safety policies and procedures must be adhered to at all times. The DD Program Coordinator must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight, as periodic travel will be required to attend meetings, conferences, and/or training opportunities.

Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Regular attendance and punctuality are required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Three (3) professional references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

- (1) This position requires at least five (5) years of experience in delivery of developmental disabilities services to a community. Please highlight your experience with successful delivery of such services.
- (2) Describe your experience working with state and federal regulations and agencies, specific to DD services.
- (3) In addition to your experiences, education, and training, what makes you the right candidate for this position?