



# Chief of Intellectual Developmental Disabilities

**Job Code:** 201 - 131  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$42.23 - \$69.09 Hourly  
\$3,378.40 - \$5,527.20 Biweekly  
\$87,844.00 - \$143,705.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to provide oversight, management of the administration and professional operations of the Intellectual/Developmental Disabilities division Authority and Provider programs. Execute the agency's and unit's policies and procedures regarding the operation, processing and monitoring of HHSC performance contracts for community-based services. Provides consultation to senior management regarding diversion development, activities, and needs. Coordinate program development, implementation, monitoring and compliance to ensure unit success.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Monitors monthly budget and provides a variance report to COO for the cost centers that do not meet budget. Solutions derived depending on the root cause of not meeting budget.
- Review reports for data accuracy prior to state submission.
- Program development in accordance with Performance contract and center policies.
- Support management in audit preparation for all programs within the division. Review audit results and when applicable participate in the development of corrective action plans.

- Participate in the design of program services and training.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree (Master's preferred) in Behavioral Health, Business, Nursing, or Public Administration supplemented by five (5) years of supervisory experience in behavioral health, hospital administration, human behavior, crisis/emergency management or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.
  - Electrical shock; Heights.
  - Radiation; Disease/pathogens.
  - Toxic/caustic chemicals; Explosives; Violence.
  - Other extreme hazards not listed above.

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.
- Requires Qualified Mental Health Professional (QMHP-CS) certification.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.