



We are searching for a dynamic person to lead and support our Intellectual and Developmental Disabilities (IDD) Program in the role of Director. The ideal candidate will have a strong focus on Person Centered Services that support people with Intellectual Disabilities to get the lives they want. Maintaining extraordinary performance on regulatory compliance audits will be a key indicator to the success of the IDD Director. We are searching for a leader who can maintain the cohesiveness and success of an exceptional team who prides themselves on hard work and exceptional outcomes.

### **PROGRAM SPECIALIST VI/IDD Provider Services Director**

**Salary** \$2595.42 Bi-Weekly

**Location** Lubbock, TX

**Department** Intellectual & Developmental Disabilities

**Travel** Up to 25%

**Hours** This is an exempt position with normal work hours from 8:00am – 5:00pm, Monday through Friday, with flexibility & additional hours as needed to meet program needs.

**Apply online** <https://www.starcarelubbock.org/employment/>

**Contact** Rayanne Nance, HR Director, 806.766.0206

**Open until filled**

### **DESCRIPTION**

Develop, expand and coordinate the Disabilities Program to include Day Habilitation Programs, Employment Services, Residential Services, and Host Homes and Community Support Services. Provide oversight and support of the IDD Team to meet the requirements of an array of funding streams including Intermediate Care Facilities for persons with IDD (ICF), Home and Community Based Services (HCS), Texas Home Living Waiver Services (TxHmL), General Revenue Services (GR) and revenue contracts. Work is performed under minimal supervision of the Director of Aging and Disability Services with extensive latitude for the use of initiative and independent judgment.

## **QUALIFICATIONS**

Master's degree in rehabilitation, business or a related human services field and four (4) years of full-time paid related work experience, with at least three (3) years of experience in upper-level management and supervision in Intellectual and Developmental Disability services provision

**OR;** Bachelor's degree in rehabilitation, business or a related human services field and eight (8) years of full-time paid related work experience, with at least one (5) years of experience in upper-level management and supervision in Intellectual and Developmental Disability services provision.

Must have current Texas driver's license, auto liability insurance and be insurable under Center insurance.

Skill and proficiency in operating standard office equipment, i.e., fax, phone, calculator, typewriter, copier, printer, etc., and use of a personal computer, with Microsoft Office Products (Word, Excel, Access, and email) is required. Use of personal cell phone, with monthly stipend processed with payroll, to return calls and text messages.

## **OTHER RESPONSIBILITIES INCLUDE**

- Embrace and support the full implementation of systems/software which are endorsed and approved by the CEO and the Corporate Leadership Team
- Write related program policies and procedures
- Develop, manage and monitor budgets to maximize revenue and minimize expenses
- Develop and maintain a highly competent team of experts within their scope of responsibility
- Provide assistance in developing and monitoring of the Quality Improvement plan
- Support departmental managers in managing the requirements of revenue contracts
- Provide technical support and monitoring audit Plans of Correction.
- Supervise assigned employees including but not limited to developing, recruiting, hiring, training, disciplining and evaluating.
- Demonstrate a continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Provide technical assistance and support to program staff
- Assist with special projects or assignments. Communicate information to supervisor and other Center employees, as appropriate.
- Ensure all required documentation/requested information is completed and submitted on time.
- Position Types/Titles Supervised include: Directly Supervise - Host Home Coordinator, Community Support Services Manager, (1) Data Specialist, Director of Residential Services and Director of Nursing. Indirectly supervise 122 other staff.
- This position ensures all staff are highly competent experts within their scope of responsibility and that activities are Person-Centered and support the mission, values and goals of StarCare Specialty Health System. The IDD Director influences outcomes by supporting direct service staff and the management team in providing an accessible system of quality, effective, efficient services and resources that support individual choice and promote lives of dignity and self-determination.
- Other duties as assigned