

STATE OF NEBRASKA CLASS SPECIFICATION
Developmental Disabilities Service Coordination
Transition Manager

EST: 10/09 - REV: 00/00
CLASS CODE: G72833

DESCRIPTION: Under administrative direction, this class manages the transition process of developmentally disabled individuals from an ICFMR facility to community providers. This class is responsible to supervise DHHS Service Coordinators; develop, implement, and modify policies, procedures, strategic planning, and operational guidelines for the transition process and on-going service coordinator activities under direct control; and to develop training and communication strategies regarding transition services in accordance with DOJ agreements and CMS requirements.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed in addition to level of decision making authority). The DHHS or DD Service Coordinator Supervisor classes are responsible for day to day supervision of Service Coordinators and are not involved with the development of policies, procedures, strategic planning, nor operational guidelines for service coordination programs. Although this class makes decisions similar to the DHHS Administrator I class, positions classified to the DHHS Administrator I class are responsible for larger, more complex programs with substantial budgets.

EXAMPLES OF WORK:

Develops implements and modifies policies, procedures, strategic plans, operational guidelines and program goals for the assigned service coordination transition process.

Develops relationships with community providers to partner for transition services. Serves as a consultant for community providers; trains and educates community provides on care and transition requirements.

Plans, assigns, and directs the work of assigned Service Coordinators; trains new employees in service coordination.

Develops, implements, and modifies processes that collect and analyze data relating to transition and service coordination activities. Analyzes trends and patterns to identify policies and practices that may need changed to obtain improvement.

Collaborates and serves as a liaison with Federal representatives, ICF/MR facility administrators, and community providers to ensure statutory and/or regulatory requirements are met through the transition process and to resolve problems.

Leads meetings, functions as a consultant or advocate for DD clients through the transition process; facilitates educational and communication strategies for persons (clients, families and/or guardians) impacted by the transition process. Explains regulations and statutory requirements.

Takes emergency action such as removal of a client from a provider, authorizes funding to community providers caring for clients in the transition process, or to authorize wrap around services when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: functions, policies, and standards of the agency, the goals, objectives, and mission of the agency, federal and state laws and regulations relevant to the directed program, QA/PI principles and programs, planning methodologies, and agency resource allocation process.

Ability to: perform advanced analysis to plan for future events affecting program, use discretion in deciding tactics or strategies affecting program; to manage and direct a large group of employees; to apply principles of logic or synthesis functions involving planning and direction of interrelated activities in multiple departments, to identify and integrate both concrete and abstract variables, formulate approaches to major problems; to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations, and to utilize QA/PI principles to analyze and improve program service delivery.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: business and management principles pertinent to program management, strategic planning, resource allocation, supervisory techniques, leadership techniques, and coordination of people and resources; principles of supervision and staff development; principles of individual and group behavior and dynamics; and budget administration practices.

Ability to: effectively communicate orally and in writing with a wide variety of individuals; identify and relate pertinent pieces of information to form conclusions; to establish program objectives or performance goals and to assess progress toward their achievement, to analyze operational problems and develop timely and economical solutions, to create a work environment reflecting employee ownership; to formulate policies to meet identified needs, goals, or objectives; and respond to changes in direction, priorities, and agency values.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. Specific requirements will vary by position and relate to the position's responsible duties. A general qualification guideline for positions in this class is a Bachelor's Degree in a field appropriate to the responsible area (i.e. social work, human development, human services, or other related field) plus a minimum of two (2) years of progressively responsible program specialist, supervisor or manager experience pertinent to the position to be filled.