



# COUNTY OF LAWRENCE

## COUNTY COMMISSIONERS

DANIEL J. VOGLER CHAIRMAN  
CHRIS SAINATO  
DAN B. KENNEDY

## HUMAN RESOURCES DEPARTMENT

MICHAEL OCCHIBONE, DIRECTOR  
KRISTINE VENASCO, DEPUTY DIRECTOR

**Starting Salary: \$43,637.56**

**LOCAL TITLE: Program Specialist 1**

**Dept. 504 MH/DS**

**REPORTS TO: DS Director, MH/DS Director**

**STATUS: Non-Exempt/Union**

### GENERAL SUMMARY:

This is a highly responsible position in the office of the Lawrence County MH/DS Program administration. This position involves administrative complex care responsibilities for a full range of intellectual and developmental disabilities (ID, DD), dually diagnosed mental health, and autism services. The staff position involves implementation, evaluation, planning, analysis, monitoring and coordination of all intellectual and developmental (ID, DD) and autism services funded by the State Office of Developmental Services (ODP) as outlined within the ODP/Lawrence County Operating agreement for the service delivery system.

The staff person is expected to exercise initiative in carrying out assigned responsibilities.

### Duties and Responsibilities:

1. Will consult with the DS Director on various aspects of managing, planning, analysis, and coordination of ID, DD and Autism services. Will review, analyze, and evaluate services and operations of ODP service providers to ensure compliance with ODP regulations and objectives as directed.
2. Will provide Individual Support Plan care management and work collaboratively with Lawrence County residents diagnosed with complex ID, DD, autism, physical and mental health issues. Will coordinate implementation and monitoring of services with participants, family members, ODP, County Assistance Office, other Administrative Entities, Supports Coordination Units, willing/qualified ODP providers, MH/DS staff and any other professionals as needed to ensure appropriate services are available and offered to eligible participants.
3. Responsible for review/approval of all ID, DD, and autism authorizations for individuals enrolled in state and county funded services within Lawrence County.
4. Works with the eligible and enrolled participants, family members, ODP, County Assistance Office, other Administrative Entities, Supports Coordination Units, willing/qualified ODP providers, MH/DS staff and any other professionals as needed in resolution of programmatic problems, concerns, issues, formal complaints and grievances of consumers and families.

6. Works collaboratively with mental health emergency services related to voluntary and involuntary inpatient commitments in transition to ensure appropriate community-based services.
7. Assists the DS Director by representing the MH/DS Program Office at meetings with service providers such as ODP, Supports Coordination Units, providers, hospitals, agencies, schools, and professional groups. Also represents the DS Director at meetings, which concern and affect consumers and family members.
8. Works collaboratively with the local police and criminal justice system related to transition appropriate community based services.
9. Works directly with State Center, skilled nursing facilities and acute treatment facilities to coordinate discharge planning.
10. Administer, interpret and provide routine technical assistance to contracted ODP Supports Coordination Units, willing and qualified providers, advocates, ODP certified investigators, recipients, family members and the community regarding ODP Announcements, Bulletins, regulations and policies.
12. Assigned areas of responsibility to complete and directly report assignments to the DS Director include, but are not limited to the following requirements of ODP:
  - Prioritization of Need (PUNs)
  - Individual Support Plans
  - All ODP funded service authorizations
  - Omnibus Reconciliation Act (OBRA) related services
  - Incident Management (IM)
  - Restrictive Procedures
  - Supports Intensity Scales (SIS)
  - Independent Monitoring for Quality assist with closing the loop on considerations-Assist Lead
  - Agency with Choice (AWC)/ Financial Management Service (FMS)
  - Quality Management (QM) Implementation-Assist Lead
  - Individual cases – consult/meetings
  - Review/Monitor billable claims
  - Written reports and assignments as needed to implement/monitor ODP services
  - Training as necessary
13. Performs other duties as required by DS Director included in the ODP Operational Agreement with Lawrence County MH/DS involved with the implementation of the ID, DD, and autism community based services.

## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the principles and practices of the ID, DD and autism program planning and service delivery systems as it relates to the implementation of direct services and operational procedures.
2. Knowledge of modern basic management principles and practices.
3. Knowledge of current social, economic, and health problems and resources as it relates to the fields of ID, DD, autism and mental health.
4. Knowledge of the basic principles and methods involved in working with socially maladjusted or physically or mentally disabled adults and/or children.
5. Knowledge of the structure, organization, and methods of public and private ID, DD, autism and mental health agencies and institutions.
6. Knowledge of the principles and methods applied to collecting, reviewing, analyzing, and interpreting statistical data.
7. Ability to analyze and evaluate program plans and operations and make recommendations leading toward policy and method determination.
8. Ability to aid in the development and coordination of ID, DD and autism program plans.
9. Ability to establish and maintain effective working relationships with public and private agencies, community groups and organizations, federal, state and county officials and agency staff.
10. Ability to plan and direct the work of a professional staff.
11. Ability to make clear and pertinent statements, orally and in writing.
12. Ability to hear and speak well enough to converse over the telephone.
13. Ability to see well enough to use computer efficiently and read computer reports and correspondence.

## EDUCATION AND EXPERIENCE:

1. Bachelor's degree in an Intellectual Disabilities, Developmental Disabilities, psychology or related field from an accredited institute.
2. Must have 2 years + experience in the ODP Intellectual Disabilities/Developmental Disabilities service system at the administrative level.

**WORKING CONDITIONS:**

Work will be performed in a variety of locations. This could be a typical office setting, or in the community at provider offices, hospitals, state center or licensed facilities, etc.

Travel outside the county will occur.

**OTHER REQUIEMENTS:**

Possession of a valid driver's license may be required.

**SIGNATURE OF APPLICANT(S):**

Name

Date

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2.) \_\_\_\_\_

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3.) \_\_\_\_\_

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Posting Dates: November 25-December 3, 2024 and ends close of business on the 3rd.