

City of Chesapeake Class Title: Care Coordination Director

Job Class Code: 8350	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff, and plan, develop, implement, direct, and evaluate Behavioral Health and Developmental Disabilities services. The class is responsible for staff supervision, operational oversight for both direct and contractual services for assigned divisions/units, training, policy, budget, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans, develops, implements, and evaluates directly operated and contractual services/programs.
- Develops, presents, and defends budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Analyzes staff caseloads, and discusses and processes case specific plans/needs of clients with staff to ensure equity in workload distribution and quality of service to clients.
- Develops and implements policy and procedures, or makes recommendations for same for individual programs or for the Agency.
- Establishes policy for the acquisition of State and federal funding.
- Assists with development of long range plans and programs, and identification of funding sources.
- Attends or conducts staff or other professional meetings to exchange information; attends professional workshops or seminars to improve professional skills.
- Maintains record system for assigned area; processes daily paperwork including reports, memos, requisitions, and personnel information.
- Stays abreast of new developments relating to area of responsibility; informs staff of useful information.
- Provides oversight to the agency Corporate Compliance plan and HIPAA Compliance plan, provides due diligence, with administrative authority to ensure staff follow current Corporate Compliance and HIPAA policies and procedures.
- Works collaboratively and effectively with the Executive Director to enforce all aspects of the Corporate Compliance plan and HIPAA compliance plan and ensures that the plan meets the Boards' expectations.
- Trains, monitors and evaluates staff's compliance to applicable federal and State regulations and compliance standards for documentation.
- Interprets and ensures compliance with program licensure, funding regulations and evaluation standards through policies and procedures development and review, staff training, and supervision of administrative and supervisory personnel.
- Directs staff to attend or complete required compliance training.
- Performs other related duties as assigned.

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GENERAL STANDARDS	
Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, and statistics applying such functions as frequency, distribution, reliability, validity, and correlation techniques.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, and medical, scientific, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a medical, scientific, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a master's degree in psychology, social work, counseling, special education, public administration, business administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires Qualified Developmental Disabilities Professional and/or Qualified Mental Health Professional certification. May require a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.