JOB TITLE: Program Director – Safety
CLASSIFICATION TITLE: Program Director (Developmental Disabilities Safety)

General Statements of Duties: Under the direction of the Clinical Director, the Program Director is responsible for planning, developing, supervising and evaluating the work of staff serving forensic individuals in the Secure Treatment Program. Persons in this class have the responsibility to direct the activities of multi-disciplinary treatment staff in achieving program/facility goals and individual objectives. The Program Director also has twenty-four hour / seven day a week responsibility for directing a residential, day training, and quality assurance program to include safety and security of the public, staff, visitors, and the individuals with developmental disabilities served, and to do other such related work. All employees at PDC are mandated reporters and must report all cases of suspected abuse.

Supervision Received: Under the direction of the Clinical Director

Supervision Exercised: Direct supervision over all staff assigned to the Program Office and the Unit Supervisors. May delegate functional supervision of staff to the Program Assistant.

Typical Working Conditions: Regular interaction with individuals and staff in monitoring the provision of direct services, and other conditions common to on and off residence training environments. Being responsible for staff who perform security tasks such as accounting for utensils to prevent the use as weapons; inspecting the facility to identify security breaches that could lead to the escape of a forensic individual; responsible for staff that include escorting forensic individuals in and out of the facility; observing and intervening in forensic individual behavior that may injure people, damage property, or signal impending escape attempts. Exposure to communicable diseases, and other conditions common to a clinical/nursing environment. Participation in meetings and conferences and other conditions common to an office environment. Effective use of equipment for report writing and data collection. Core working hours are Monday-Friday, 0800-1630.

Typical Physical Demands: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement, and during mentally and emotionally stressful/emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic individuals, non-forensic individuals, or the public.

ESSENTIAL DUTIES
50%

- Manage Program operations, maintaining 24-hour responsibility and conducting routine shift rounds (AM, PM, NOC), as well as Administrator-on-Duty (AOD) functions.
- Develop program goals and objectives; develop and implement program policies and procedures.
- Establish program priorities, a quality assurance plan, and a method to evaluate progress toward goals and objectives.
- Ensure compliance with State and Federal licensing regulations and other relevant standards.
- Monitor the delivery of services within the program, including interaction with individuals and staff, investigation of special incidents, and visitation of all programs and residential training sites.
- Provide leadership and management in a manner that provides Program with the optimal opportunity for success on all outcomes.
- Monitor health care needs of individuals and ensure timely and appropriate delivery of medical/nursing services.
- Determine, secure, and distribute program resources, including allocation and assignment of staff, equipment, and facilities within the program, development and supply budget, and acquisition of needed support services.
- Review and monitor referrals for admission to and transfers from the program.
- Review and approve resident treatment plans; monitor the quality of the Interdisciplinary Treatment Teams process and the documentation of the Individual Program Plan through direct observation at conferences and review of conference documentation and audits.
- Maintain relationships with families, community agencies, and other involved individuals and groups, including participation in program related activities and representation of the program to the community.
- Ensure that all Program Staff are customer oriented and responsible to the needs of the Individuals. Establish systems to ensure ongoing monitoring of Clinical Quality Management (CQM) and facility wide Quality Management Systems (QMS). Establish systems and related procedures to ensure ongoing monitoring of Clinical Quality Assurance, Risk Management and Overall Standards Compliance.

Manage and supervise personnel functions in the Program
25%

- Formulate job descriptions, assign workloads, evaluate staff performance, recruit, and interview and hire staff. Evaluate annually, the efficiency and effectiveness of Program delivery of service, to include outcome evaluations of service agreements.

- Ensure that the Program Manual is current and up to date, that BMC cases are reviewed and approved on a timely basis, review employee injury reports, and ensure that Individuals' funds are appropriately utilized for their personal benefit.
- Direct the recruitment, selection, hiring, assignment, and supervision of personnel within the Program, incorporating program and facility equal employment opportunity principles and policies.
- Develop AOD schedule and assign AOD duties as required.
- Maintain a safe, sanitary, and therapeutic environment which promotes respect and dignity for Individuals and protects the privacy, rights, confidentiality, and physical/emotional well-being of individuals.
- Ensure that staff training is provided and monitored accurately, identify staff training needs and provide for career development and training of Program personnel and ensure that these training needs are addressed in the staffs annual IDP's.
- Establish and evaluate standards of performance necessary to achieve defined Program objectives, which may include review of sick leave usage, initiation of staff counseling, adverse action, or termination, orientation of employees and recognition of staff achievement.
- Ensure completion of probationary and annual performance appraisals for Program employees.
- Make frequent rounds of the Program residences, as well as assign rounds to Program Assistant and Unit Supervisors.

Function as a member of the Clinical Services Conference
25%

- Attend and represent the Program in various Program and Facility meetings and community activities.
- Collaborate with and establish services agreements with the Directors of Central Program Services, Protective Services Branch, and Quality Assurance, as directed by the Clinical Director to implement Facility and Program Objectives.
- Provide information to other programs, departments and community agencies regarding specific services available within the Program; collaborate with other Program Directors and Facility staff to ensure the availability of a full range of clinical services to residents.
- Participate in professional development activities; seek and attend work related training, workshops, or classes as authorized.
- Provide consultation and serve on committees as assigned by the Clinical Director.
- Provide coverage for the Clinical Director when directed.

Performance Requirements

Fundamental Job Skills & Attributes:

- Knowledge of principles, procedures, and techniques used in planning, evaluating, and administering a multidisciplinary resident treatment program, principles and practice of personnel management and effective supervision.
- Knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives, the manager's role in the EEO Program, and the processes available to provide equal employment opportunities.
- Knowledge of the principles and methods of health care, habilitation, and education of individuals with developmental disabilities; principles for maximizing physical, cognitive and social development.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Ability to formulate and manage a multidisciplinary treatment program; integrate the program with the overall functions of the facility; work independently in identifying the need for developing proposed changes in program practices and procedures.
- Ability to plan, direct, and coordinate a program that provides care and treatment, and maximized individual progress.
- Ability to utilize and effectively apply required technical knowledge; secure accurate clinical data and record such data systematically; interpret statistical data; compose clear, accurate, and concise reports.
- Ability to reason logically, analyze complex problems accurately, and adopt an effective course of action.
- Ability to establish and maintain cooperative working relations with Individuals, staff and the public.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to communicate clearly and effectively.

Employee Printed Name	Employee Signature/Date
Supervisor Printed Name	Supervisor Signature/Date