

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Director of Community Support Services

**BEGINNING
SALARY RANGE:** \$85,000 - \$130,647

**POSITION
DESCRIPTION:** Oversees and directs all services in the Community Support Services (CSS) department, including Service and Support Administration (SSA), Individual Support Services (ISS), Intake & Eligibility, Medicaid Support Services (MSS), and Employment First. Directly supervises two Service and Support Managers, one Medicaid Services Manager, and one Advocacy and Access Manager. Participates in the development and approval of budgets and all related policies for responsibilities in the CSS Department. Extensive involvement with provider supports and collaborations with community agencies. Assists the Director of Human Resources and Community engagement in the accreditation process. Budgetary responsibility for the CSS Department and all Medicaid waiver authorizations. Manages the local funding services and budget.

DUTIES:

1. Provides leadership and ongoing direction in the philosophy and principles of Community Support Services, and all related services. Provides leadership in Person Centered Philosophy, Employment First and Technology First. Responsible for all Medicaid waiver administration activities. Ensures fiscal sustainability of all Medicaid waiver authorizations, including waiver enrollment and coordination of the board waiting list. Participates and makes recommendations to the Resource Allocation committee with the Medicaid Services Manager. Manages contracts with providers for Supported Living and non-Medicaid services. Negotiates Room and Board contracts.
2. Coordinates systems of ongoing quality review. Oversees the Provider Compliance process, as assigned by DODD, and manages the citations or recommendations made to the Board. Oversees the Medicaid Administration review activities, RN Medication Administration Quality Assurance (QA) reviews and other required elements of Medicaid administration. Works closely with the Director of Business on the billing of Targeted Case Management (TCM), TCM documentation review, review of denials of TCM as well as ensuring accuracy in regards to Medicaid eligibility for TCM reimbursement.

3. Oversees the implementation of the Individual Support Services program and overall program expenditures. Makes recommendations for changes to the program to the Superintendent and ensures fiscal responsibility.
4. Oversees the development/revision/recommendation of policies and procedures related to all services in the CSS Department, including working with the Behavioral Health and Investigations Manager on those related to Behavior Support and Major Unusual Incident (MUI)/Unusual Incident (UI) policy. Implements policy established by the Board and participates in long and short-term planning including implementation of the strategic plan. Monitors the ongoing system for strategic planning and projections for future services.
5. Establishes and maintains a close working relationship with community agencies and Medicaid waiver providers. Ensures a healthy and active local pool of Medicaid waiver providers is available for service delivery. Ensures a schedule of provider training and support. Participates in stakeholder meetings, work groups, rule development and review groups as requested.
6. Determines staffing needs and makes recommendations regarding hiring, promotions, discipline, and dismissal to the Superintendent based on collaboration with the SSA Managers, the Medicaid Services Manager and Access and Advocacy Manager. Ensures coverage during staff absences and leaves.
7. Ensures Intake & Eligibility services are in accordance with administrative rules and principles of person-centered planning/services with the Access and Advocacy Manager.
8. Prepares budgets and financial reports and maintain appropriate fiscal controls for all programs and services within the CSS Department. Regularly reviews Individual Roster to ensure that the number of individuals served is accurate and reflective of services provided.
9. Provides leadership and oversight of the department services, including ensuring the established priorities of the Board for self-advocacy, outreach and family education are being addressed.
10. Maintains ongoing communication with individuals and families. Promotes good public relations and public awareness of the needs and abilities of individuals served by the Board.
11. Ensures in-service training designed to meet the professional growth requirements of employees. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.
12. Participates in rotation of the 24-hour on-call services.

RESPONSIBLE TO: Superintendent

HOURS: Typically 8 hours daily, Monday through Friday (Flexible to meet the needs of the agency.)

QUALIFICATIONS:

1. Master's Degree, preferred. Bachelor's Degree in related field, required.
2. Four years of full-time supervised, paid work experience in programs or services for individuals with developmental disabilities.
3. Supervisory experience, extensive knowledge of Medicaid regulations and quality systems strongly preferred.

4. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
5. Knowledge of personnel practices, organizational structure, supervision, and business practices.
6. Knowledge of local, State and Federal rules and regulations.
7. Ability to assist in the development of short and long-term planning tools. Ability to work within budgetary limitations and assist in the development and implementation of policy.
8. Ability to provide effective leadership.
9. Ability to supervise, direct, and evaluate assigned personnel.
10. Ability to communicate in an articulate and clear manner both orally and in writing.
11. Ability to mediate differences and obtain resolution to conflict situations.
12. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

CONTACT:

Jana McVetta, Director of Human Resources and Community Engagement
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED:

July 9, 2025

FINAL DATE FOR

ACCEPTING APPLICATIONS: Until filled

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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