



## **Employment Opportunity Community Services Director**

**Date Available:** Immediately

**Minimum Education/ Experience:**

Licensed Clinician preferred; Master's degree preferred and from accredited college in Psychology, Social Work, Special Education or a related human services field and at least years (4) years post graduate experience serving persons with intellectual and developmental disabilities (IDD) and/or Mental Illness (MI), including at least (5) years of administrative and management experience; or an equivalent combination of education and relevant experience. Or a Bachelor's Degree from an accredited college in Special Education, Psychology, Social Work or a related human services field and at least (6) years full time post Bachelors experience in field servicing persons with intellectual and developmental disabilities (IDD) and/or Mental Illness (MI). At least three years (4) of supervisory/management experience required. Must meet NC requirements to be a "Qualified Professional" (QP) and a valid North Carolina driver's license required.

**Brief Description of Skills Needed:**

Excellent written and oral communication skills. Strong supervisory and leadership skills. Thorough knowledge of various service models for individuals with IDD/MI and the ability to understand and implement said systems and practices. Ability to accept new ideas, develop/expand programs and incorporate them into integrated systems. Thorough knowledge of Medicaid and Managed Care Organizations and systems. Must have knowledge of the current practices, trends and philosophy related to the programs and services for persons with IDD/MI. Knowledge of principles, methods and techniques of efficient administration, including public relations, budgeting, and strategic planning. Maintain effective working relationships with Center personnel, parents and the general public. Must possess the leadership skills and the ability to develop, motivate, and lead teams across Center services. Must demonstrate a team player approach and work well within the Interdisciplinary Team as well as other community agencies. Understanding of applicable federal, state and local laws, regulations and standards and ability to ensure compliance of said standards.

**Hours/Days of Work:**

Monday – Friday Exempt. This position can require more than 40 hours per week, including on call nights and weekends rotation depending upon agency needs. Schedule determined by the CPO. Weekly schedule must be flexible to meet the needs of the individuals and families served, administrative watch responsibilities, and other "off" hours meetings with local and state groups.

**Pay Rate:**

Based on Education and Experience, excellent benefits package

**Closing Date for Accepting Applications:**

Open until position is filled

**Contact Person:** Email resume to: [hr@tammylynncenter.org](mailto:hr@tammylynncenter.org)

May 2018