



Job Title: OFFICE OF SPECIAL NEEDS MANAGER

Department /Office: Office of Special Needs

Reports to Whom (title): DCHS Director

Salary /Hourly Range: 56

Job Classification Code: 9410

Level of Background Check: 1B

FLSA Status: Exempt - Full-time; Public Trust Position

Driving Required: Yes

Revision Date: 10/08/2012

JOB DESCRIPTION:

The work includes varied duties involving related steps, processes or methods regarding the management of the Office of Special Needs. Decision regarding what needs to be done require the incumbent to recognize the existence of and differences among several alternatives and to conduct analysis of the subject, phase or issue involved. The incumbent will work to improve systems of care, provide information and referral to families, who would like assistance in finding the services available to their child; provide training to families and professionals on best practices related to medical home, cultural competence, transition to adulthood and family and youth involvement.

SCOPE:

This position is responsible for directing, managing and supervising the development of office/program services & projects for individuals with disabilities who require specialized services and procedures, i.e., visual, hearing, physical, mental and or behavioral impairment.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Lead, Plan, and organize office activities; develop, implement and evaluate short- and long term goals & objectives, in compliance with scope of work and funding agency requirements; coordinates programs/projects within the office and monitors activities; develop policy changes in response to budget and or legislative changes; develop and implement internal control mechanisms and measurement tools for accountability/requirements, improving and strengthening services; research, analyze and correct deficiencies to determine office/program direction and goals.
2. Conduct and administer fiscal operations managing and monitoring grant/contracts programs and facilitates submission of program reports to DCHS Director & appropriate agencies; prepares and provides written program progress reports to funding agencies; conducts strategic planning sessions throughout each program year; includes budgeting, planning/forecasting, authorizes expenditures and coordinates financial reporting requirements; prepares and administers contract/grant proposals, negotiates and enters into contract agreements, evaluates program effectiveness.
3. The Director of Special Needs understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process; interacts with Tribal legislative and executive officials, Hopi Tribal Council and committee(s) to enhance services; attends and maintains communication with staff, governing boards, program/office supervisors and villages/communities through meetings, conferences, etc; coordinates testing and diagnostic procedures including securing psychological and counseling services as they relate to special education
4. Direct, supervise and evaluate staff work performance/activities; takes appropriate personnel action; provide guidance, coaching and mentoring; identifies staff development requirements; coordinate and in some cases provide workshops/trainings regarding special need topics to the community, schools and staff.
5. Perform other related duties to achieve the scope of the work, goals & objectives and funding obligations.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, related agency personnel, Indian Health Service personnel & services, villages, schools, Tribal, Federal and State agencies and organizations. The purpose of these contacts is to exchange factual information related to planning & coordination, build relationships, provide assistance/advisement, and resolve situations by influencing or motivating others who are working toward mutual goals.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary and is performed in a standard office environment working around office machines/equipment requiring normal safety and in the community setting. The incumbent is considered a member of the Tribe's professional staff and as such is required to attend meetings, work in the evenings, weekends and holidays when necessary, to accomplish objectives. Travel on and off the reservation is necessary.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education : Bachelor's degree in Social Work, Public Health, Public Administration or closely related field;

AND

- B. Experience : Six (6) years experience in administration, management of development of program & staff, contract/grant administration & compliance as it relates to special needs, social services or community health services; of which, two (2) years must be in an actual supervisory capacity;

OR

- C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Extensive knowledge of establishing goals & objectives and development planning for special needs target population
- Knowledge of principles and practices of public administration
- Knowledge of strategic planning, contract writing and negotiation and program evaluation
- Knowledge of budget and reporting systems, grant writing, financial controls, department and staff performance methods and measures
- Knowledge of departmental operational activities, mission and client service requirements
- Good knowledge of effective leadership, mentorship and supervisory principles, practices and methods conducive to establishing and maintaining a motivated & proactive team
- Extensive knowledge of methods and techniques for assessment of services
- Knowledge and respect of the political, cultural, tradition and socio-economic environment of the Hopi Reservation

B. Skills:

- Excellent verbal and written communication skills
- Excellent human relationship skills
- Skill in developing and analyzing strategic plans, grant writing, operating systems, procedures and controls and budgets
- Skill in formulating and executing, documents and reports, short- and long-range goals and objectives
- Excellent skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships

C. Abilities:

- Ability to determine objectives and to plan and organize work according to objectives, priorities and deadlines
- Ability to assess and identify problems and take corrective action
- Ability to organize, direct and supervise the work of others and positively develop staff capabilities
- Ability to establish and maintain professional working relationships with Tribal, Federal and State agencies/organizations and others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background check) in accordance with Hopi Tribal Policy.
2. Possess a valid driver's license and satisfactorily complete the Hopi Tribe's Defensive Driving course.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language.