

Director of Services/HIPAA Privacy Officer

REPORTS TO: Executive Director

SUPERVISES: Day Programming, Pre-Vocational Leads, QIDP/Case Coordinator(s), Homes Lead Manager as assigned

STATUS: Exempt

JOB OBJECTIVES: Responsible to facilitate and ensure quality consumer services via oversight of Day Service Programs, Pre-Vocational Services and assigned Group and Waiver Homes, ensure compliance with HIPAA Privacy and Security regulations, perform quality assurance functions and other admin functions.

ESSENTIAL JOB FUNCTIONS:

- Follow & reinforce agency policies and procedures, personnel policies and safety regulations;
- Serve as client advocate to ensure clients civil and human rights are protected;
- Oversee operations and work related to Day Services, Pre-Vocational Services, and assigned Group and Waiver Homes and develop and oversee annual departmental budgets;
- Serve as HIPAA Privacy Officer to ensure the development and implementation of agency-wide privacy policies & practices.
- Network and act as liaison with local leaders and legislators as requested;
- Facilitate business and revenue development activities for client work opportunities and JRDS sustainability;
- Make facility, program or staffing recommendations, as needed.
- Attend and participate in agency and job-related meetings in community, county, region and state;
- Ensure competence of employees in specific areas of responsibility that meets or exceeds state and federal requirements;
- Ensure that assigned programs and services conform with all applicable state/federal requirements, accreditation standards, OSHA standards and ISO requirements;
- Interview, make employment recommendations, hire, orient, train and supervise personnel;
- Ensure a positive and cooperative relationship among JRDS staff, clients, families/guardians/advocates, community and governmental agencies and others concerned with the needs of clients;
- Work collaboratively with Board members and persons or representatives of agencies/organizations which impact agency policies or programs;
- Accurately complete required reports, records, and documentation within required timeframe;
- Communicate verbally and in writing with supervisor, co-workers, clients, client families, and the general public;
- Perform any other duties as assigned;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of regulations, laws and guidelines relevant to program, OSHA and HIPAA;
- Thorough knowledge of manufacturing processes, production and inventory management, procurement, or ability to learn;
- Professional & resourceful style with the ability to work independently & as a team player, to take initiative and manage multiple projects simultaneously;
- Ability to effectively communicate verbally and in writing with supervisor, coworkers, clients, contractors, consumers, and the general public;
- Ability to perform supervisory functions: plan, organize, budget, direct, instruct, review, train, counsel and discipline, appraise performance and other personnel-related functions;
- Computer experience with MS Office applications and knowledge of current information management systems applicable to programs;
- Basic understanding of accounting principles;

JOB STANDARDS: Four-year college degree, or eight years' experience in related field. Related work experience or training and supervisory experience preferred. Demonstrated ability to provide management oversight, strategic direction and leadership. Excellent work references required.

EQUIPMENT: Ability to operate office equipment, including telephone, copier, computer/printer and manufacturing equipment including all machinery, tow motor, and other program equipment, as job requires.

RESPONSIBILITY: Work is broad in scope and involves complex program elements, which requires critical and analytical abilities. Supervisory contact is on a regular basis, with supervisor providing direction in the non-routine situations and may provide detailed instructions. Generally determines own priorities and accomplishes duties and assignments according to own schedule. Assignments are usually carried out using standardized procedures. When specifications and guidelines do not exist, good judgment should be used in selecting and adapting methods or procedures to fit unusual or complex situations. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

HEALTH AND SAFETY: Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

PERSONAL RELATIONSHIPS: Perform duties alone and with others and interact with supervisor, coworkers, clients, client families, businesses and industries, and the general public in a cooperative effort to achieve objectives.

PHYSICAL EFFORT: Employee is required to perform duties while sitting, standing, walking, bending and lifting; must possess good vision, hearing, communication skills, (both speaking orally and ability to write), color and peripheral perception; performs repetitive motions requiring manual dexterity; may encounter eye or neck/back strain. Must be free of active communicable diseases in order to perform duties, and must be willing to submit to any testing associated with the detection of such diseases. Position requires ability to lift objects and/or individuals.

WORKING ENVIRONMENT: Work is performed in modern office environment and at various off-site service locations. May occasionally be exposed to physical and verbal aggression, communicable and contagious diseases/viruses, etc.

WORKING ATTIRE: Casual business dress, appropriate to daily activities, may be worn and is to be clean and mended. Agency dress code should be followed per Personnel Policies and Procedures manual. Conventional business attire is to be worn when representing the agency with the clients, board of directors, board committees, or the public.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date