

Mental Health Association in Orange County, Inc.



DEVELOPMENTAL DISABILITIES FAMILY SUPPORT SUPERVISOR JOB POSTING

- I. Title:** Developmental Disabilities Family Support Supervisor
- II. Reports to:** Associate Executive Director (Subject to change)
- III. Job Objectives:**
- Oversee provision of crisis intervention and prevention services to individuals with developmental disabilities and their families. Coordinate operations of the Crisis Assessment, Prevention and Intervention Services (CAPIS) Program, oversee Program Consultants and monitor the operations of the Family Support Programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- Bachelor's Degree in related field with 1 year of experience in Human Services field preferably with Developmental Disability Services System.
OR
Associate's Degree in related field with 2 years of experience in Human Services field preferably with Developmental Disability Services System.
OR
High School Diploma with 4 years of experience in Human Services field preferably with Developmental Disability Services System.
 - A family member with lived experience in the areas of developmental or mental health disabilities required.
 - Supervisory experience preferred.
 - Public speaking experience preferred.
 - Effective written and oral communication skills.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of People with Developmental Disabilities (OPWDD) mandated criminal background check process.
 - Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- V. Responsibilities:**
- Coordinates and maintains the operation of the CAPIS Program, providing direct service and advocacy to individuals with developmental disabilities and their families.
 - Serves as liaison for CAPIS Program's Crisis Assessment and Intervention Team of consultants.
 - Supervises activities of the Developmental Disabilities Family Support Coordinator.

- Supervises the activities of the Developmental Disabilities Family Support Associate.
- Monitors the operations of the Sibling Project, ATM (Access to Money Reimbursement Program), Blue Renaissance, ASSIST (Acquiring Social Skills through Intervention, Support and Training) and ISS (individual Support and Services) programs.
- Serves as MHA Liaison to the Autism Move a Thon of Orange County (AMOC), interfacing with AMOC consultant and volunteers. Attends AMOC events and assists with coordination of activities.
- Provides information, educational conferences and seminars for families, area professionals and the general community through outreach and monthly Lunch & Learn trainings.
- Represent MHA at various community meetings at the local, regional and state levels.
- Promotes MHA services and programs within the community.
- Prepares monthly, quarterly and annual reports.
- Provides crisis intervention, information and referral to callers on the Helpline as needed.
- Facilitates family support groups such and Intellectual Developmental Disabilities (IDD) Group, Residential Group, Sparks (Self-Advocacy) Group.
- Locates, assesses and compiles current and appropriate media and literature for educational, training and service provision.
- Interfaces with OPWDD's and Foothold's on-line registration and rosters.
- Serves on MHA's Incident Review Committee and acts as primary investigator for NYS Office of Mental Health and NYS Department of Health (Health Homes) incidents.
- Ensures program compliance with funding sources and other regulatory agencies. Monitors and audits program files.
- Ensures contract renewals are completed successfully.
- Respond and complete RFPs in a timely manner.
- Establish goals and objectives for DD programs.
- Pursue various community organizations, including inter-agency coalitions, special committees, etc., developing linkage through regular communication and attendance at meetings and events.

VI. *Other Duties:*

- Answer Helpline minimally one (1) hour per week and more often as needed.
- In the spirit of teamwork, answer MHA's main office phone as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. *Terms of Employment / Benefits:*

- Exempt
- Forty (40) hours per week. (Flexible to include evenings and weekends)
- Paid holidays, vacation, personal and sick leave according to MHA policy

Please send letter of intent and resume to:
Kelly Czvik
Mental Health Association in Orange Co. Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczvik@mhaorangenyc.com