

CLASS TITLE:

**ASSOCIATE DIRECTOR
DIVISION OF COMMUNITY SERVICES
(DHS)**

Class Code: 02950500

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, develop, implement, administer and evaluate the social and rehabilitative service agencies and programs in the Division of Community Services; and to related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences for compliance with policies, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, directs and evaluates the effectiveness of various programs; confers with and advises administrators on problems affecting the various programs.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, develop, direct and evaluate the programs of certain agencies in the Department of Human Services such as:

A statewide program of Veterans' Affairs including the operation of the Rhode Island Veterans' Home, a 423 bed nursing care facility, the Rhode Island Veterans' Cemetery which buries 700 persons per year, and an Office of Veterans; Affairs which offers a statewide program of counseling to veterans and their dependents.

A statewide program of Vocational Rehabilitation which offers assessment, diagnosis and training to disabled persons; included is a program of Independent Living for Severely disabled persons.

A statewide program of Determination of Disability for the Federal Government for titles II and VI of the Social Security Act.

A statewide program of Services to Blind and Visually Impaired persons including social services to children and elderly, vocational rehabilitation for disabled adults and a Business Enterprises Program for blind business people to operate vending stand and cafeteria facilities.

A statewide program for Displaced Homemakers which offers counseling, training, job development and placement to women who, due to death, divorce or desertion, must become self supporting.

An Office of Program Development in the development, operation and evaluation of large statewide pilot programs when the Department wants to demonstrate an initiative or new service strategy including operation of the Adolescent Pregnancy and Parenting Program and the Departmental employment program, Learn to Earn.

A statewide program of Child Care services, including eligibility determination, benefits and policy development.

To assist the Director in the formulation of department policy and procedures.

To evaluate each agency and its programs continuously for needed program adjustments and to identify alternative and more effective methods of operation.

To develop a liaison with community interests, consumers, advocates and providers for the Department.

To meet and consult with a multitude of community groups and providers to represent the position of the Department and assess the Department's delivery of services pursuant to its goals.

To act for and represent the Director in community negotiations, forums and meetings.

To advise the Director in the Development of policy and the delivery of service for department programs.

To coordinate the Department's program planning and development with other state agencies and with private organizations.

To review existing laws, proposed legislation, rules and regulations and make recommendations to the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applicable in the administration of large statewide programs in Veterans Affairs, Vocational Rehabilitation, Blind and Visually Impaired, Displaced Homemakers, training and employment for low-income women, child care and adolescent pregnancy and parenting; a thorough knowledge of the current trends related to issues, procedures and systems involved in the above-mentioned programs; a thorough knowledge of state and federal laws pertaining to social, rehabilitative and medical service programs; the ability to direct the various agencies and programs in the Division of Community Services; the ability to develop operational budgets; the ability to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to make them more effective; the ability to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to make them more effective; the ability to demonstrate leadership and to motivate staff to attain departmental goals; the ability to maintain an effective working relationship with subordinates, associates and superiors and with other public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work or Public Administration from a recognized institution of higher learning; and

Experience: Such as may have been gained through: extensive employment in and administrative position in a public or private social agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 31, 1986

Editorial Review: 3/15/03