

CLASS TITLE: PROFESSIONAL SERVICES COORDINATOR

Class Code: 02503400
Pay Grade: 34A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination of the delivery of all professional services by planning, supervising and organizing the work of the heads of professional disciplines in providing diagnosis and treatment to the developmentally disabled; to coordinate clinical services, especially where persons exhibit severe behavioral difficulties; to coordinate a statewide resource network which provides critical information to parents, consumers and providers; to provide training and technical support to staff of state and contractor-operated programs; to administer provider certification; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports for technical competence and conformance to established policies and general instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, reviews and supervises the work of professional personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and supervise the work of the heads of professional disciplines in applying proper principles and techniques in the diagnosis and treatment of developmentally disabled persons.

To coordinate a statewide network of information services for parents, consumers and providers.

To coordinate and provide training and technical assistance to state operated and contract program personnel.

To coordinate clinical services, especially for those persons who exhibit severe behavioral difficulties.

To administer provider certification.

To coordinate and integrate the resources and services of the professional disciplines in an efficient interdisciplinary model.

To participate in staff conferences to develop an overall treatment program in cooperation with other administrative personnel.

To participate in the establishment of staff performance goals and to monitor and evaluate the work of staff members consistent with these standards.

To participate in the recruitment and selection of professional staff members.

To assure staff and program compliance with regulatory requirements.

To coordinate research projects, specialized programs and university linkages.

To participate in the establishment of long-range goals, governing policies and new programs for the service system.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the delivery of professional services to a developmentally disabled population and the ability to apply such knowledge in the coordination of service delivery; a working knowledge of the qualifications, duties and interrelations of the professional services disciplines necessary for the delivery of such services; the ability to develop and administer a program of education, training and enrichment for professional staff; the ability to prepare and conduct training sessions; a working

knowledge of professional credentialing and program certification requirements and the ability to apply these standards to the system; the ability to plan and develop long term goals, treatment programs, performance standards, research projects and university affiliations; the ability to evaluate applicants and employees; the ability to prepare written and oral reports; the ability to establish and maintain effective working relationships with superiors, subordinates and other professional and technical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree from an accredited institution of higher education in a Human Service Field; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in the human service field, including experience in a clinical coordinating capacity.

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

Class Revised: February 16, 1997

Editorial Review: 3/15/03