

DHS11-1177

Aging & Physically Disabled Program Director

The Oregon Department of Human Services (DHS) are seeking a progressive and experienced professional to serve as the Aging & Physically Disabled (APD) Program Director. There is one full-time position located in Salem, Oregon.

The salary range is negotiable to a maximum of \$127,884 annually. The starting salary will be based on the qualifications of the successful candidate.

This recruitment is open until filled. The first review of application will occur beginning October 17, 2011. The hiring manager may choose to close it at any time, if interested apply now.

The DHS mission is "To help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity."

The department's goals are:

- People are safe and living as independently as possible.
- People are able to support themselves and their families through stable living wage employment.
- Children and youth are safe, well and connected to their families, communities and cultural identities.
- Choices made by seniors and people with disabilities about their own lives are honored.
- Partners, clients and stakeholders are actively engaged in a variety of collaborative and meaningful ways.
- Culturally specific and responsive services are provided by highly qualified and diverse staff.
- The department is committed to equal access, service excellence and equity for all Oregonians.

Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family. This approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

DHS values integrity, stewardship, responsibility, respect, professionalism, innovation and service equity.

DUTIES & RESPONSIBILITIES

The Aging and Physical Disabilities Director is responsible for managing staff, community relationships, and the activities of the APD program. The APD Director has responsibilities for client, program and operational outcomes and sharing accountability for those outcomes with the Chief Operations Officer for APD.

The APD Director represents DHS and the Office of Aging and Physical Disability programs at the state legislature, with federal and tribal partners, at interdepartmental and interagency settings and the private sector. The APD Director develops and maintains strong linkages with all parts of DHS, especially those who provide direct service delivery to clients across the state, in support of development, implementation and provision of services to seniors and people with disabilities across Oregon.

The APD Director reports directly to the DHS Agency Director and sits on the DHS leadership team with

shared responsibility and accountability for DHS performance enterprise wide.

Strategy, program design and operational reviews:

In partnership with the Governor's office, DHS Director, DHS leadership team and the Legislature, sets vision, goals and strategy for the Aging & Physical Disabilities (APD) program by evaluating the quality of service provided through the review of reports and conferences with reporting staff, using data to drive recommendations, decision-making and priorities; exploring innovative solutions to problems and selecting the best alternatives; authorizing the redistribution of available resources to meet changing program needs.

Resolves conflicts between reporting staff on areas of shared responsibility; monitoring reporting relationships and administrative controls over program operations; directing the coordination of activities with other agencies in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations.

Actively solicits and engages diverse groups in program planning and implementation.

Legislative engagement:

In partnership with the DHS Director, develops and directs all DHS/APD sponsored legislation. This includes authority to identify legislation relevant to DHS/APD, development of approaches to support or not support specific legislation, assurance that written legislative testimony conforms to DHS/APD standards, the authority to write draft legislation and responsibility to facilitate appropriate review by Legislative Counsel and DHS/APD legal counsel.

Develop and maintain broad scope collaborative relationships with legislators, legislative aides, legislative committee coordinators, legislative counsel, legislative fiscal office, DAS, governor's policy staff, and lobbyists to support and promote the DHS integrated service model. Interacts with staff to develop and maintain systems to track, prioritize, assign and manage state legislation that impacts DHS/APD and coordinate the same with other DHS programs, key community stakeholders and the governor's office. Serve as a lobbyist for DHS/APD. Leads all interim session legislative task forces related to potential legislation affecting DHS/APD.

Collaborates with other DHS programs to facilitate all legislation that is of interest to DHS/APD. DHS representative for all legislative calls regarding DHS/APD policy and practice and also represents DHS whenever appropriate.

Area Agency on Aging (AAA) partnerships:

In partnership with the APD Chief Operations Officer, provides vision, guidance and direction for identifying and enhancing the linkages between the APD program, State and Area Agency on Aging (AAA) service delivery staff to meet the sometimes multi-agency needs of clients.

Budget, people and Information Technology (IT) management:

With DHS Leadership team and APD Chief Operations Officer, manages and prioritizes program resources, including human, financial and technology resources that support operation of the business and programs.

People programs and support:

Leads and supports the professional development of all staff in the APD program, supporting members of the management/leadership team by personally demonstrating the performance feedback model of providing support for employee development plans, providing regular performance feedback and engaging in employee development updates.

Creates and maintains a work environment that is respectful and accepting of diversity, provides opportunities for staff to participate in diversity training and multi-cultural events.

Qualifications & Desired Attributes:

A minimum of eight years of human services related management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

WORKING CONDITIONS

This position is classified as Executive Service and is not represented by a union. This position is full-time, and will require early morning, evening and/or weekend work, and the hours of work may vary from day to day and week to week. While flexibility related to work hours is a condition of employment for this position, the hiring manager will work with the incumbent to determine work schedule specifics. Statewide and national travel may be required with some overnight stays. You must either have a valid driver's license and an acceptable driving record or you must be able to provide an alternate method of transportation.

DESIRED ATTRIBUTES

The following attributes will be considered positively in the selection process for this position, but none of them are requirements for the job. However, in their application materials and during the interview process candidates are encouraged to describe their attributes in these areas if appropriate.

Understanding of, and commitment to (Self-sufficiency, Aging and Physically Disable, etc.) programs, the people they serve and those who deliver the service.

Well versed in theory, policy and practices underpinning program approaches.

Passion for best practice and innovation.

Enthusiasm for role as a leader – both within assigned program area and across the DHS enterprise.

Experience leading in partnership with peers (e.g., two-in-a-box leadership experience).

Ability to empower decision-making with and by teams of experienced managers.

Highly driven and intrinsically motivated on an individual level.

Excellent communication skills.

Executive level management experience.

Commitment to excellent customer service.

Committed to equitable service delivery, focusing on achieving results for all populations, including under-served and under-represented populations.

Proven ability to engage and collaborate with multiple partners at the Federal, State, Tribal and Community levels.

Curious, using hypotheses to explore what is possible.

Data and measures driven.

Focused on outcomes and leading indicators that suggest outcome progress and success.

Utilizes discernment to proactively identify issues and opportunities within DHS and the (SSP, APD, etc.) program area.

Driven to continuously improve.

Operationally and process fluent.

Strong support for workforce professional development.

Shares and embodies DHS Core Values.

APPLICATION PROCESS

SUBMIT WITH YOUR APPLICATION MATERIALS:

A **cover letter (Title Cover Letter DHS11-1177)** that clearly addresses each of the desired attributes listed above.

A **current resume (Title Resume DHS11-1177)** that clearly indicates how your work experience qualifies you for this vacancy.

Qualified applicants whose background most closely matches the desired attributes will be invited to interview.

ADDITIONAL INFORMATION

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur. Please be aware that due to the economic downturn and subsequent state budget short-fall this position will be required to take furloughs in the biennium 2011-2013.

If you need assistance to participate in the application process, you are encouraged to call 503-945-5698 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

If you are offered employment, the offer will be contingent upon the outcome of an abuse check, criminal

records check and driving records check, and the information shall be shared with the DHS, Office of Human Resources (OHR). Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

Important Notice: Email Addresses Now Required

DHS will communicate with all applicants by e-mail.

PLEASE CONSIDER JOINING US!

DHS is committed to affirmative action, equal employment opportunity and workplace diversity.