

Hanover County Government  
Community Services Board  
Division Director – Developmental Services  
Salary: \$90,000.00 - \$110,000.00

**Hanover County Community Services Board (HCCSB) is seeking a Division Director overseeing Developmental Disability (DD) Services. Are you a dynamic leader with experience serving individuals with developmental disabilities and their families? Consider this opportunity to lead more than 50 dedicated and committed professionals within the division providing high quality support coordination, supported employment, day support and transportation services in our community.**

**As well, be an integral part of Hanover CSB management team to support the overall work of the agency. At Hanover County CSB, we are committed to providing trauma-informed, recovery-oriented, and person-centered services in the areas of mental health, substance use disorders and developmental disabilities. Is this your next career step?**

General Description: This is an executive level professional position. The incumbent is a division director and performs difficult and complex tasks to ensure the overall management, administration and improvement of agency programs including, but may not be limited to, Support Coordination, Day Support, Supported Employment, and Transportation. The incumbent is also responsible for serving as a member of both the Management and Leadership Teams and providing support and expertise to all aspects of the agency's operations.

Organization: The Division Director - Developmental Disabilities reports to the Executive Director of the Community Services Board. The incumbent provides leadership within the organization and directly supervises professional staff, including Program Coordinators, and indirectly supervises all employees within the division.

Essential Functions:

- Provides leadership and expertise within developmental disabilities/community support services while supporting all aspects of the agency's operations.
- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Provides organizational leadership and direction based on the mission, goals and objectives of the Board.
- Manages the development and implementation of all programs and activities within the division, including short- and long-range program assessment and planning.
- Ensures compliance with applicable accreditation standards, regulations, etc. and supports and promotes efforts within division related to quality improvement.
- Develops, administers and monitors program budgets and assures compliance with applicable rules and guidelines.
- Establishes effective relationships with County departments, external partners, and community groups.
- Assesses and monitors community needs and evaluates program outcomes.
- Oversees any relevant contracts.
- Prepares reports, administers grants, and makes presentations as needed.
- Participates in meetings, committees and agency events.
- Performs related tasks as assigned.

Working Conditions:

A. Hazards

- None known

B. Environment

- Office

C. Physical Effort

- Minimal

D. Exempt

- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Must have knowledge of developmental and intellectual disabilities, classifications, effects and client needs (additional knowledge of mental health, substance use disorders and other health care system concepts preferred). Must have knowledge of employment principles as well as best practices for programs and service delivery. Knowledge of applicable Federal, State and Local guidelines, laws and regulations, including person-centered practice, Medicaid waivers and positive behavioral supports, required. Demonstrated leadership skills in project management and the formulation of program goals and objectives and establishing a plan of action, required. Must be able to plan, manage and evaluate programs, including assessment, networking, marketing and budgeting. Must demonstrate the ability to work effectively in a leadership position, to work effectively while managing multiple goals and processes, and provide direct supervision and guidance to staff. Must be able to communicate effectively, both orally and in writing. Must be able to establish and maintain successful working relationships with other division directors, County staff, other government officials, community partners, private providers and the public.

**Education, Experience and Training:** A Master's Degree in a related Human Services area ( social work, psychology, rehabilitation, or health care/rehabilitation administration) required with at least six (6) years of progressively responsible related experience, including staff supervision, preferably with the provision and management of community-based services. - OR - Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Virginia professional license (LPC/LCSW), or license eligible, desired

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- CPS (Child Protective Services) Check - DSS, CSB, Community Resources and Court Services only
- TB Test (within 30 days after hire)
- Twelve-month probationary period
- Work beyond normal work schedule

For more information and to apply, please visit [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)