DATE POSTED: October 24, 2022

ANTICIPATED START DATE: November 28, 2022

NOTICE OF POSITION OPENING

POSITION: DIRECTOR OF QUALITY AND COMMUNITY OUTREACH

LOCATION: Ashtabula County Board of DD
2505 South Ridge Road East
Kingsville, Ohio

DUTIES & RESPONSIBILITIES: Networking, educating, and developing connections, in the community to afford equitable access for individuals with disabilities, while promoting ACBDD’s mission and initiatives.

MINIMUM QUALIFICATIONS: Three (3) years of supervisor experience.; Master’s Degree preferred, Bachelor’s Degree in Public Relations, Marketing, Communications, Business, Human Services, or other related field and/or equivalent experience. Valid driver’s license with a good driving record and reliable transportation. All applicants recommended for hire must complete a medical evaluation and a drug screen prior to employment.

REQUIREMENT FOR SAFETY SENSITIVE POSITION: Criminal background check/medical examination/drug screening

SALARY: Commensurate with education and experience.

APPLICATION PROCEDURE: Obtain an application online at www.ashtabuladd.org and return to the Board Office at:

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004
Or email: jade.artman@ashtabuladd.org

APPLICATION DEADLINE: November 7, 2022 or until filled
TITLE OF POSITION | DIRECTOR OF QUALITY AND COMMUNITY OUTREACH
---|---
UNIT OR OFFICE | ADMINISTRATION
COUNTY OF EMPLOYMENT | ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR | SUPERINTENDENT
NORMAL WORKING HOURS | 8:00 A.M. – 4:00 P.M. Monday – Friday (Hours and days may vary)
PURPOSE OF POSITION | Networking, educating and developing connections, in the community to afford equitable access for individuals with disabilities while promoting ACBDD mission and initiatives.

**JOB DESCRIPTION**

- Develops, coordinates, monitors, and manages the wide-ranging responsibility of the quality and community outreach department. This is all encompassing in regard to marketing and public relations, promoting advocacy and inclusivity in the county, and providing support and quality oversight within Board and Provider community operations.
- Develops, monitors, and manages the staff that is tasked with marketing and public relations. The staff is responsible for editorial direction, content, design, production, and distribution of all organization print and electronic material. In addition, creates and fine-tunes communication strategies, and speeches, to ensure appropriate and clear Board positions on matters of public interest, and are conveyed for the best possible public reception.
- Develops, monitors, and manages the staff that promotes inclusivity and advocacy. The staff is responsible to research, identify, and execute partnerships with a wide variety of community partners to expand and enhance opportunities for persons with DD to actively participate in their communities. Maintain broad and strategic community partnerships. Facilitate greater connections among area social service organizations to improve competencies, capacities, and collaborative practices that increase community opportunities and measurable outcomes for individuals with DD.
- Develops, monitors, and manages the staff that is tasked with promoting internal and external quality outcomes within the Board and Provider community operations. Keeps abreast of new developments and best practices on quality assurance/improvements as well as of the statutes, rules, and regulations that provide guidance to the service provider by/through the agency and participate in training for this purpose.
- Develops, monitors, and manages the staff that is tasked with offering providers support and assistance to help them achieve, maintain and improve quality practices. Ensures the department provides required training and technical assistance to providers at their request in developing new services and expanding current services.
- Provides direction, supervision, and oversight to employees that directly impact community outreach, advocacy, quality assurance, and provider support.
- Monitors trends related to the oversight of the department.
- Assures program compliance with all applicable laws, statutes, rules, regulations, codes, standards, and agency policies.
- Assists with the hiring process, including interviews and makes selection recommendations to the Superintendent.
- Assigns personnel and advises on retention, promotion, professional development, salary adjustments, and severance of personnel.
- Evaluates the performance of staff, helping to establish objectives to promote professional growth.
- Conducts and participates in in-service training and orientation.
- Recommends and approves assignments, work schedules, and leave requests of assigned personnel.
- Identifies infractions and recommends disciplinary action of assigned personnel.
- Performs other related duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS**

- Three (3) years of supervisor experience; Master’s Degree preferred Bachelor’s Degree in Public Relations, Marketing, Communications, Business, Human Services, or other related field and/or equivalent experience.
- Satisfactory criminal background and Abuser Registry checks.
- Satisfactory pre-employment drug test and physical.
- Possess a valid State of Ohio driver’s license.
- Demonstrates regular and predictable attendance.
- Promotes positive culture in all areas of responsibility, including but not limited to the individuals served by the county board and their families, Board members, staff members, providers, and community partners.
- Ability to establish and maintain positive professional relationships; principles, practices, and techniques relating to social work; local, state, and federal laws, rules, and regulations; government structure and process; agency goals and objectives; agency policies and procedures.
- Working knowledge of ORC, OAC, and ACBDD policies and procedures.
- Working knowledge of rules of Ohio Department of DD required.
- Possess excellent verbal and written communication skills.
- Computer operation, and use of modern office equipment.
- Must be able to work independently and as part of a team process.
- Ability to sit, stand, reach, push/pull and bend.
- Ability to lift 25 pounds.

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<tr>
<th>Signature of Employee and Date:</th>
<th>Signature of Agency Representative and Date:</th>
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<tr>
<td>I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.</td>
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AN EQUAL OPPORTUNITY EMPLOYER