



## NORTH DAKOTA CLASS DESCRIPTION

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 4074

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### **REGIONAL DEVELOPMENTAL DISABILITIES PROGRAM ADMINISTRATOR**

#### GRADE N

Individuals assigned to positions in this class are responsible for management of activities involved in developmental disabilities case management. Duties include identifying service resources and developing service programs that meet the needs of clients within the assigned area of responsibility. Serves as an information source on developmental disabilities service providers for clients, other staff members, and the general public. Develops a network of professional services that can fulfill the special needs of the North Dakota Developmental Disabilities Case Management System. Evaluates the effectiveness of available resources and identifies needed changes. Directs the work of assigned staff and performs other duties related to coordinating services provided through the case management process.

Responsibilities associated with this class consist of duties that may vary depending on circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or a similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

#### **MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:**

Requires three years of professional work experience in a human services setting and must meet the following North Dakota Department of Human Services definition of a Qualified Developmental Disabilities Professional (QDDP).

*“A person who has at least one year of direct care experience working with persons with a mental illness or developmental disability; and is a doctor of medicine or has a bachelor’s degree in one of the following fields: social work, psychology, counseling, nursing, occupational therapy, physical therapy, child development and family science, communication disorders (includes audiology or speech pathology), severely multiply handicapped, special education, vocational rehabilitation, sociology, elementary education, recreation therapy, or human resources administration and management (human services track). (Certification or licensure in one of the above fields is not required for a QDDP designation).”*

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with activities involved in the developmental disabilities case management process. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

Eff. Date: 2/93

Rev: 2/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System

Rev: 5/13 – Change Qualified Mental Retardations Professional (QMRP) to Qualified Developmental Disabilities Professional (QDDP)