



CITY OF SEATTLE

Division Director of Aging & Disability Services (Exec 1)

SALARY:	\$73,915.20 - \$121,939.20 Annually
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Human Services Department
BARGAINING UNIT:	Not represented
CLOSING DATE	12/13/11 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle Human Services Department (HSD) is seeking an experienced executive to serve as the Division Director of Aging & Disability Services (ADS), the locally designated Area Agency on Aging. Reporting to the HSD Director or their designee, the Division Director will be responsible for the overall direction and management of the Seattle/King County Area Agency on Aging which is charged with planning, coordinating and contracting services for older adults and adults with disabilities who live in King County. The Aging and Disability Services division is the state-designated Area Agency on Aging for all of King County, and is guided by the three sponsoring organizations: United Way of King County, King County, and the City of Seattle. This work is guided by the Interlocal Agreement established in 1982 and renewed in 2001, and the ADS Division Director will work closely with the Advisory Council on Aging and Disability Services, a 27-member citizen group appointed by the three co-sponsors. Under this Inter-Local Agreement, the City of Seattle is the designated administrative and fiscal authority.

The Division Director of the Aging & Disability Services will manage the largest of Washington State's thirteen Area Agencies on Aging (AAA). In this capacity, the Division Director will play a pivotal role in local, state and national policy setting for older adults, and work closely with the Washington Association of Area Agencies on Aging and the National Association of Area Agencies on Aging.

The Division Director of the Aging & Disability Services will oversee the design, implementation, and assessment of ADS with a focus in two core areas. The first scope will concentrate on *system building* with the goal to create a coordinated system of care for aging individuals, those living with disabilities, and their families. This executive will also manage federal funding through the Older Americans Act, state funding through the Senior Citizens' Services Act as well as other state funded programs, and *manage investments* in services and programs that focus on the promotion of healthy lifestyles. Highly visible in the community, the Division Director will be responsible for ensuring special client-focused services are delivered to immigrants, refugees, communities impacted by racial disproportionalities, individuals receiving Medicaid, family caregivers, low income communities, individuals transitioning from hospital or other congregate care environments, and individuals with functional disabilities; emphasis is placed on service delivery for those individuals requiring assistance to remain independent and in their homes throughout Seattle/King County.

A key element of this role consists of providing leadership in our regional and state efforts to align with the Federal healthcare reform and working to enhance overall healthcare results and quality. Utilizing a combination of best-practices, evidence-based models, and proven methods to achieve measurable outcomes, this leader will expand partnerships with other City, County, State, and Federal departments; non-profit agencies, governmental entities, funders, academic institutions, and community partners; and nontraditional partners. This visionary leader should demonstrate an active knowledge of the needs of older persons and persons with disabilities throughout King County and will also direct strategic initiatives which address root causes, reduce barriers, and enrich systems to continue the efforts to promote an aging-ready community.

JOB RESPONSIBILITIES:*Strategic Planning & Development:*

- Develops and implements policies, operational plans, and program business models. Expands knowledge base of best-practice approaches and models for providing services and ensuring cross division integration.
- Develops, implements, and updates the Four-Year Area Plan on Aging required by the Older Americans' Act, and coordinated by the Washington State Unit on Aging. Works closely with the three sponsoring agencies and the Advisory Council on Aging and Disability Services.
- Presents recommendations for program and service implementation to the three sponsoring agencies and the Advisory Council on Aging & Disability Services.
- Oversees continuous quality improvement efforts using data to improve service delivery, trend identification and analysis, program planning, and course correction.

Program & Fiscal Oversight:

- Provides leadership to all investments, services, and programs that address critical transition periods in the lives of Seattle/King County's vulnerable adult populations.
- Oversees day-to-day operations of the division, including fiscal and contracting decisions. Ensures services are delivered seamlessly by overseeing multiple Aging and Disability programs and initiatives.
- Provides fiscal oversight for more than \$50 million which is invested in key initiatives to support the King County community. Establishes adequate internal controls to ensure compliance with City of Seattle and the Washington State Unit on Aging expectations for service delivery and fiscal operations. Monitors programmatic and fiscal data related to ADS's core business.
- Establishes work flow expectations for staff which align with the priorities of HSD and the City of Seattle.

Relationship Management:

- Creates an environment based on open, clear, and consistent communication among staff within the division. Holds regular meetings with management and staff for planning, communication and other purposes.
- Maintains communication and collaboration with the three sponsoring agencies.
- Works closely with the Seattle/King County Advisory Council on Aging and Disability Services, attending the monthly meetings and providing sufficient information to enable informed recommendations on funding decisions. The Advisory Council is mandated under the Older Americans Act to advise ADS (the AAA) continuously on all matters relating to the development of the area plan, the administration of the plan, and operations conducted under the plan.
- Fosters an environment of collaboration through partnerships with government entities, private sector agencies, community-based groups, and clients.
- Develops and provides presentations communicating primary business objectives to clients, as well as to the community, City and County Councils, municipalities, and other constituent groups.

Leadership:

- Fosters an environment in alignment with the vision and direction of the department to develop, implement, and manage the department's strategic plan.
- Works with the sponsoring agencies to align the various strategic planning processes with ADS' process in developing the four year Area Plan on Aging.
- Creates a learning environment where staff are engaged, flourish and contribute to the work of HSD and ADS.
- Communicates with leaders regarding business critical initiatives, updates, and activities.
- Regularly monitors staff performance, provides coaching and other corrective support to staff as needed. Hires, promotes, demotes, and disciplines staff as appropriate.

QUALIFICATIONS:**Required Qualifications**

- Master's degree in social work, human services, public administration, healthcare administration, or related field (or a combination of education and/or work experience).
- Five years experience in a broad base of human services, social services, and/or health services, which includes at least five years in an operational leadership capacity.
- Five years experience developing and implementing programs in aging and disability services, adult protective services, public health, mental health, substance abuse, and other related areas.
- Three years experience building community consensus with demonstrated ability to communicate and work with stakeholders to effectively address a variety of issues in a culturally appropriate manner.

- Active knowledge of the needs of older persons and persons with disabilities throughout King County.

ADDITIONAL INFORMATION:**Desired Qualifications**

- Successful executive leadership background leading change initiatives and making data-driven decisions; specific experience working with and leading teams through change processes.
- Extensive experience managing senior programs, services to persons with disabilities, and healthcare services for elderly clients on a local, state or national level, and extensive knowledge of the Older Americans Act.
- Experience working with the National Association of Area Agencies on Aging (AAA) with demonstrated ability to effectively partner with local, regional, and statewide constituent groups around strategic and operational matters to promote an agenda which supports the county's most vulnerable adults, providing a full continuum that includes healthy aging.
- Demonstrated success in community development, planning, and assessment while fostering collaborations among partners within community-based organizations.
- Knowledge and experience developing policies related to client-centered services and programs that serve vulnerable populations including but not limited to communities of color, immigrant/refugee populations, veterans and their families, gay/lesbian, transgendered, bi-sexual adults, and low income communities.
- An innovative and inspiring leader with a strong commitment to providing culturally competent services to older adults and adults with disabilities.
- Ability to successfully develop, monitor, negotiate, and defend multi-million dollar annual operating budget, while establishing best use of limited resources.
- Second language fluency with strong written, oral, and interpersonal communication skills.

For more information on the Human Services Department, please visit: www.seattle.gov/humanservices. Job offers are contingent on the verification of credentials and other information required by the application process including the completion of a background check which includes criminal history.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2011-01073

<http://www.seattle.gov/jobs>
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.
