

State of Washington**Dept. of Social and Health Services**

invites applications for the position of:

**Washington Management Services
Traumatic Brain Injury Program Manager
(ADSAHCS) 02922****SALARY:** \$4,763.00 - \$5,953.00 Monthly**OPENING DATE:** 12/30/10**CLOSING DATE:** 01/20/11 05:00 PM**DESCRIPTION:****Washington State Department of Social and Health Services****Our Vision is:***Safe, healthy individuals, families and communities***Our Mission is:***The Department of Social and Health Services will improve the safety and health of individuals, families and communities by providing leadership and establishing and participating in partnerships.***Our Values are:***Excellence in Service
Respect
Collaboration and Partnership
Diversity
Accountability*

The Aging and Disability Services Administration (ADSA) serves children, adults and seniors with chronic illness, developmental disabilities, cognitive impairment, and related functional disabilities. ADSA helps clients secure health services, long term care and supportive services that are high quality and responsive to individual needs. ADSA works with individuals and their families, consumer advocates, tribes, providers and multiple community partners to assist individuals and families to plan for and manage their long-term care needs and responsibilities.

DUTIES:

Fiscal dimensions/impact on budget: Position will be responsible for administering the TBI account estimated at \$1.5 million annually. Activities funded by the account include: information and referral, public awareness outreach, and programs that facilitate support groups. Responsibilities will be procurement, decision making, contracting and monitoring to assure contract and client outcomes are achieved.

- Communicate both orally and in writing and interact effectively with broad spectrum of managerial, legislative, and administrative staff and stakeholders at local and state levels.
- Provide procurement, oversight and management of contracts related to the TBI account activities. This includes writing procurements, writing contract language and exercising appropriate oversight of contracts.
- Conduct research and analysis on a variety of issues from numerous sources and develop strategic recommendations for policies and practices that result in improved service delivery, administrative efficiencies and positive outcomes.
- Initiate collaborations with other DSHS partners and develop reports, concept papers and policy briefs for executive leadership and the legislature.
- Lead coordination, oversight and facilitation of meetings of the TBI strategic partnership advisory council and related task forces or subcommittees.
- Develop relationships with persons with TBI and their families and entities that work with persons with TBI and their families including the Brain Injury Association of Washington and other groups represented on the TBI strategic partnership advisory council.
- Develop work plans and budgets
- Develop partnerships, inter-agency agreements, collect data on existing web-based resources and provide brain injury information and link information systems.
- Coordinate TBI web site management and continued development
- Develop partnerships and inter-agency agreements, collect data on existing web-based resources that provide brain injury information, and link information systems
- Keep abreast of local, state and national activities and developments pertaining to TBI programs; such as legislation, research, innovations, and shifts in program direction
- Analyze the impact of legislation relating to the services to consumers with Traumatic Brain Injury;
- Coordinate a yearly statewide TBI public awareness campaign
- Coordinate conferences, and regional and statewide meeting regarding TBI

QUALIFICATIONS:

- Bachelor Degree in relevant discipline (health administration, public administration, business administration, social work, psychology).
- Ability to analyze and develop solutions to complex performance and operational issues within short timeframes.
- Ability to be responsive to broad array of ideas and issues and negotiate effectively with individuals with different interests and viewpoints.
- Ability to collaborate with network of state, community based, academic and community organizations
- Excellent writing skills for procurements, reports to the legislature and contracts.
- Demonstrated experience in working with budgets and contract management
- Knowledge of government processes
- In-depth understanding of DSHS programs or DSHS services to individuals with traumatic brain injury at the state level
- Skills in all aspects of program coordination and accessing technical assistance
- Demonstrated skills in working with advisory councils or staffing other statewide task forces or committees.
- Diplomatic, tactful and able to work with a variety of personalities and

- temperaments; cultural competence working with diverse groups.
- Demonstrated ability to make independent decisions

SUPPLEMENTAL INFORMATION:

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 725-2594.

The position is based in Lacey Washington in a cubicle style office setting. The position requires occasional travel and work outside of the 8-5 schedule.

TO APPLY:

Submit a letter of interest and resume to:

Lynda Mullen, Human Resource Consultant
DSHS Aging & Disability Services Administration
PO Box 45600, Olympia, WA 98504-5600
FAX: 360-407-0207
E-Mail: mullell@dshs.wa.gov