Self-Initiated Living Options, Inc.
Suffolk County's Center for
Independent Living and Disability Rights
education - advocacy - empowerment

Chief Executive Officer
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**Department of Health Long Island Regional Resource Development Center (RRDC)**
**Lead of Traumatic Brain Injury (TBI) Waiver**

**Reports to: Deputy Chief Executive Officer and Chief Executive Officer**

**Travel Required:** The RRDC office is located in Medford, N.Y. Job responsibilities will require the individual to complete minimal travel through-out both Nassau and Suffolk County, Long Island. **Reliable car is a must.**

**Salary:** $60,000 – $63,000 annually

**Position: Full time; 35 hours per week; (does not include lunch). Minimal weekend and evening work.**

***Applicants will be trained.***

**Benefits:**

Health Insurance (NYSHIP) at no cost to employee, starting after 3-month probationary period
Vision and dental insurance available at a low cost
Extensive Holiday schedule and Paid Time Off (PTO)
Mileage reimbursement for job related travel
Family friendly environment
403B offered

**Qualifications:**

- Possess a bachelor's degree, (master's degree preferred) in Public Health, Social Work, Education or Public Administration, from an accredited college and four years of combined satisfactory professional experience in in a managerial capacity, working with individuals with disabilities maintain independence in the community.

**OR**

- Possess a bachelor's degree (master's degree preferred) in Nursing (Licensed Registered Professional Nurse) from an accredited college and four years of combined satisfactory professional experience in in a managerial capacity, working with individuals with disabilities maintain independence in the community.

**AND**

- A minimum of four years' administrative experience supervising professional staff, who work directly with seniors and individuals with disabilities maintain independence in the community.
- Familiar with the operation of a Regional Resource and Development Center (RRDC) mission and the administration the Traumatic Brain Injury (TBI) waiver.
- Working knowledge of benefits provided by Medicaid, Medicare and/or other third-party payers.

**Responsibilities:**

- Perform each duty specified in the contractual agreement between Department of Health, Division of Long-Term Care and SILO.
- Attend the State-wide quarterly meetings in Albany or virtually.
- Attend SILO Director meetings
- Infrequently travel to Long Term Care institutions within the Tri-State area to perform intakes for individuals looking to become LI-RRDC participants.
- Establish a working professional collaborating relationship between the LI-RRDC and NYSDOH.
- Organize and implement training for staff and participating providers.
- Lead in the investigation of any known incident which endangers the welfare, and safety of a participant of the program.
- Develop relationships with institutional and/or community-based organizations.
- Attend Fair Hearings representing NYSDOH and LI-RRDC and be prepared to present documentation and explanation to justify a determination by the LI-RRDC.

**Supervisory Responsibilities:**

- Create a team environment dedicated to mission and process.
- Assess and evaluate staff competency, technical skills and overall work performance.
- Monitor attendance and time on task of program staff.
- Provide or oversee supervision of staff.
- Become familiar and monitor participating providers and activities of the participants of the program.
- Manage and work with staff in the development of reports, expense voucher forms and time sheets to be submitted in an accurate and timely manner.
- Create and implement program development offerings, while coordinating activities, evaluating data, and establishing priorities.
- Perform and assume other related activities as needed by the Deputy Chief Executive Officer and or Chief Executive Officer