



**NEBRASKA STATE GOVERNMENT
invites applications for the position of:**

Facility Operating Officer

SALARY:	Depends on Qualifications
OPENING DATE:	12/21/18
CLOSING DATE:	Continuous
JOB TYPE:	PERM FULL TIME
LOCATION:	Beatrice
DEPARTMENT:	Health & Human Services Department

DESCRIPTION:

Do you have strong leadership and communication skills? Are you a goal-driven professional prepared to lead a facility promoting a culture of mutual respect and forward focus? The Nebraska Department of Health and Human Services and the Beatrice State Developmental Center are looking for a top-level administrator to lead our highly skilled and knowledgeable team. The Beatrice State Developmental Center (BSDC) has been serving people with intellectual and developmental disabilities since 1887 in a community one hour outside of the State capital. BSDC promotes a culture of mutual respect and builds on people's strengths through habilitate services provided in a home-like environment to prepare clients to live in the least restrictive community settings. This dynamic leader will effectively manage the operational, clinical and financial aspects of BSDC, to include 4 Intermediate Care Facilities with 385 staff serving 110 individuals. This program also supports State-operated community based services that serve people with significant behavioral challenges.

If you are a demonstrated leader ready to make a difference, please submit your Resume/CV to Geana Blythe in Human Resources at GeanaBlythe@nebraska.gov.

Hiring rate is commensurate with education and experience

This position is federally funded and may be governed by the Federal Hatch Act. Click [here](#) to review the Act.

EXAMPLES OF WORK:

The Facility Operating Officer is responsible for the administration and day-to-day management of planning, direction, and coordination of programs, policies, objectives and initiatives for the Beatrice State Development Center. Directs activities of facility to plan procedures, establish responsibilities, and coordinate functions among departments. Analyzes facility operations to evaluate performance to determine areas of program improvement and cost reduction. Develops, plans, organizes, and administers agency/facility policies and procedures to ensure operational objectives are achieved. Assists in preparing the facility budget and directs and monitors expenditures of department funds. Directs and conducts studies and research and prepares reports and strategic plans relating to facility operational trends and program objectives and accomplishments. Determines and requests staff, material and equipment needs for facility operations. Confers with facility managers and other agency program managers to discuss and solve facility problems and issues that impair effectiveness and efficiency of operations. Reviews and compares work performance of subordinate staff with established standards to determine employee production levels, training needs and appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions. Hires facility staff. Communicates with and advises subordinate supervisors and staff to exchange information on facility operations, policies, procedures, initiatives and objectives. Develops facility procedures to respond to changes in statutes, administrative policy and accreditation standards. Chair or direct various facility committees such as safety, labor relations and quality assurance. Represents and promotes the objectives and services of the facility and agency before associations, community groups, federal agencies and other public government agencies. Conducts environmental and safety facility inspections and develops action plans to resolve deficiencies. Attends member/client council meetings, receives and investigates reports of member/client complaints or allegations of abuse.

QUALIFICATIONS / REQUIREMENTS:

MINIMUM: Bachelor's degree in human services or administration related fields. Must be familiar with Federal and State ICF/DD standards. Progressively responsible managerial experience and experience providing services to persons with developmental disabilities. Must have management experience working in a facility and qualified as a Qualified Developmental Disability Professional (QDDP).

PREFERRED: Master's degree or other advanced degree in human services or related field and experience in an ICF/DD facility working with developmental disabilities habilitation services and programs.

OTHER: Valid driver's license or the ability to provide independent authorized transportation for work-related travel.

KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate must demonstrate the following skills: strong leadership and communication in the execution of organizational reform, in addition must be able to facilitate initiatives and spearhead organizational efforts to meet and exceed Centers for Medicare/ Medicaid Services conditions of participation and implementation of Department of Justice agreement requirements.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://statejobs.nebraska.gov>

Position #25605001
FACILITY OPERATING OFFICER
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1526 K Street, Suite 100
Lincoln, NE 68508

Equal Opportunity Employer
