

JOB TITLE: Vice President of Developmental Disabilities

LOCATION: Any DePaul location

FLSA STATUS: Exempt

DIVISION: Administrative

DEPARTMENT: Executive – Day Support, Residential Services, Quality and Compliance, Agency Directed Services

JOB SUMMARY:

The Vice President of Developmental Disabilities is responsible for directing all services within the organization's Developmental Disabilities (DD) Service Division. These services aim to ensure high-quality community-based care for individuals with intellectual and developmental disabilities (ID/DD) and those served through the Agency-Directed Services (ADS) program. The position is responsible for the division's continued growth and development, ensuring high-quality services as community needs change. The position is responsible for all aspects of leadership and oversight of the division, including programming, compliance, development, financial outcomes, and staff care. This position serves on the organization's Executive Leadership team and supports divisional leadership teams.

SUPERVISION RECEIVED AND EXERCISED:

The Vice President of Developmental Disabilities supervises the Day Support Supervisor, the Director of Residential Services, the Director of Agency Directed Services, and the Director of Quality and Compliance, and reports directly to the Chief Executive Officer.

ESSENTIAL FUNCTIONS AND DUTIES:

This list is not an exhaustive & all-inclusive list of job responsibilities. The distribution of time allotted for any function or duty is subject to change with or without notice. Nothing in this job description restricts management's right to assign other responsibilities to this job or reassign them elsewhere at any time.

- Oversee the operation of all programs within the division and ensure their compliance with all applicable laws, regulations, and policies
- Ensure strategic planning for the division that is consistent with the organization's goals
- Ensure the division's health and growth through the development of existing and new services
- Work collaboratively with other departments to execute organizational initiatives
- Provide leadership development, team development, and performance management to the Division leadership team
- Ensure compliance with all applicable regulations, policies, and laws in the operation of the services in the division
- Ensure maximization of revenue, including fees-for-service, grants, and donations to support program outcomes and sustainability
- Ensure stewardship of the organization's resources through sound budgeting and financial management
- Ensure continual innovation of services to meet the changing needs of our clients and communities
- Ensure the division's connection and positive partnership with community stakeholders
- Effectively strategize, communicate, and execute a vision for the division
- Provide direction, supervision, accountability, and support to the Division Leadership, bearing responsibility for division decisions

- Serve as an active member of the organization's leadership team, advising and sharing responsibility for major organizational decisions
- Provide advocacy on behalf of the organization and assist the organization in advocacy efforts related to the care of our individuals and families
- Lead ongoing assessment of the division's success through analysis of program and financial data
- Represent the organization externally
- Other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:

Knowledge, skills, abilities, and other characteristics or KSAOs are attributes needed to perform a job that are demonstrated through qualifying training, education, and experience. This list is not an exhaustive & all-inclusive list of all KSAOs for this job.

Knowledge of:

- Office and records administration techniques and procedures
- The structure and content of the English language, including the meaning and spelling of words, the rules of composition, and grammar
- Microsoft Office Word, Excel, PowerPoint, Outlook, SharePoint, Teams, and virtual meeting applications such as Zoom, WebEx, Google Meet
- DePaul's policies, procedures, and standard practices and the rules and guidelines established by regulatory and governing agencies such as DBHDS (Department of Behavioral Health & Developmental Services), HCBS (Home Community Based Services), HSAG (Health Services Advisory Group), DSS (Department of Social Services), DMAS (Department of Medical Assistance Services), and the VDH (Virginia Department of Health)
- ID/DD waiver supports and services, general principles of social work
- Needs and characteristics of individuals diagnosed with ID/DD
- Needs and characteristics of medical, mental health, and age-related disabilities.
- Relevant policies, procedures, and strategies to promote the safety and protection of people, data, and property
- Thorough understanding of human development, family systems, consumer-direction, advocacy, and wraparound philosophies
- Methodologies and resources used to assess the needs of the listener or audience to share information or engage in ongoing communication
- Applicable safety requirements
- Program planning and implementation, qualitative and quantitative performance analysis, and return on investment measurement techniques
- Managerial and leadership principles and practices for continuous improvement and change within an organization
- Business and management principles pertaining to strategic planning, market analysis, resource allocation, human resources, fiscal modeling, leadership techniques, and production

Skill/Ability to:

- Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and do not interrupt at inappropriate times

- Demonstrate verbal and written communication and body language that conveys information, ideas, or inquiries effectively and concisely, that purveys professional composure, emotional intelligence, thoughtfulness, patience, and respect amidst change, ambiguity, and within the daily trajectories of work
- Demonstrate the use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Demonstrate interpersonal and verbal skills to defuse emotional situations, calm upset individuals, allay fears, and lessen confusion
- Demonstrate ability to negotiate, mediate, resolve conflict, facilitate, mentor, and coach
- Demonstrate ability to train and instruct others
- Monitor/assess the performance of staff and develop them based on individual conduct, skills, abilities, interests, and service needs
- Manage the distribution of work, priorities, and projects for the division while simultaneously maintaining high-quality work product
- Manage multiple projects and priorities and complete assignments on time, accurately, and with attention to detail while maintaining a high-quality work product
- Core strategic planning work—assessment, identifying results, setting up supporting strategies and measures, and ensuring accountability
- Motivate, develop, and lead people as they work, identifying the best people and the necessary skill sets for the job
- Operate a computer and proficient in using virtual meeting software, internet, department or program-specific software, and MS Office Suite applications, particularly Word, Outlook, and Excel
- Collecting and analyzing data
- Operate standard office equipment such as telephone, calculator, printer, scanner, cellular phone, tablet, computer, postage machine, shredder
- Determining how finances will be spent to get the work done, and accounting for these expenditures
- Monitoring/assessing the performance of self, employees, and the overall department, and implementing improvements
- Public speaking and delivering presentations to individuals and groups
- Develop and maintain professional working relationships and appropriate boundaries with coworkers, management, community partners, and business associates, and work collaboratively within a team environment, and build strategic relationships
- Develop objectives, evaluate effectiveness, and assess service plans for individuals served
- Demonstrate a comprehensive knowledge of disability laws and regulations, best practices, systems of care, and trends
- Demonstrate understanding of a range of services within the ID/DD and ADS sectors, including day programming, residential services, and ancillary services
- Work well both within and beyond their department, and will have demonstrated success in growing programs in the ID/DD and ADS sector
- Demonstrate a track record of new program start-up, development, and adaptation
- Demonstrate accomplishment as a member of a high-functioning team
- Analyze and prepare concise and accurate documents, reports, and correspondence
- Effectively market the programs and services of the division and DePaul
- Read and understand information and ideas presented in writing
- Communicate effectively in both oral and written form

- Communicate and interact effectively with members of the public
- Make arithmetical computations and tabulations
- Analyze complex data and develop plans to address identified issues
- Analyze and prepare concise and accurate documents, reports, and correspondence
- Manage a budget and work within the constraints of that budget
- Establish program goals and objectives that support the strategic plan
- Plan, assign, train, and/or supervise the work of others
- Exercise sound judgment and critical thinking in decision-making and solving various work-related situations
- Learn policies, procedures, and guidelines established by DePaul, professional organizations, governing agencies, and local laws, statutes, regulations, codes, and standards related to the area of responsibility
- Assist with the general upkeep and cleaning of office areas and agency vehicles

Other Characteristics:

- Demonstrate self-awareness, ongoing self-evaluation, and a commitment to being part of a diverse, equitable, respectful, and inclusive workplace where all people are valued
- Demonstrate professional composure in difficult and stressful situations
- Demonstrate the FIRST (fairness, integrity, respect, safety, trust) values in the daily trajectories of work
- High level of comfort working with the public, the media, and legislators
- Highly motivated and disciplined to accomplish performance goals
- Demonstrate high levels of self-awareness and desire for lifelong learning, as well as high EQ
- Demonstrate a philosophical commitment to the improved quality of life of our clients, including ensuring personal choice, individual growth, and social inclusion
- Must have a commitment to the organization's mission, vision, and values, and can provide service leadership to their division and the organization as a whole
- Demonstrate professionalism regarding access to sensitive and confidential information related to employees, clients, and business records, with no disclosure to others without needing to know

MINIMUM REQUIREMENTS TO APPLY:

A Bachelor's degree in a human service field or an acceptable degree is required. A Master's Degree is preferred, along with three years of direct service experience and at least five years of high-level management in human services, preferably within an ID/DD system of care.

WORK ENVIRONMENT:

The work environment characteristics described herein represent those an employee encounters while performing the essential functions of the position. The employee regularly works in an office environment and occasionally in the field. Due to the nature of the work, the incumbent may be exposed to highly emotional situations; incumbents are expected to use verbal skills to resolve interpersonal issues and achieve desired results independently. Work is generally completed regularly during weekdays; however, daily work hours may vary. Completion of job duties outside of normally scheduled hours may be required. Work is subject to frequent interruptions, and noise levels vary by work location.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that an employee in this position must meet, with or without reasonable accommodations, to perform the essential functions successfully. Physical activities required include finger dexterity to operate equipment used in the position, effective communication, and the ability to see or hear verbal cues. Walking from one-third to two-thirds of the time; sitting two-thirds or more of the time; standing from one-third to two-thirds of the time; bending from one-third to two-thirds of the time; and stooping rarely. Lifting/pushing/pulling no more than ten pounds is required. When accessing various locations, the incumbent must climb stairs and ramps. This position requires driving to various locations, which accounts for approximately ten percent of the employee's working time. Public transportation may not be available. Individuals needing reasonable accommodations should speak with their immediate supervisor/hiring manager.

SPECIAL REQUIREMENTS AND QUALIFICATIONS:

The following may be required after a conditional job offer: current DMV driving record with results that comply with insurer guidelines; drug and alcohol screening with satisfactory results stipulated by applicable governing, funding, or regulatory agencies; documentation of a PPD test, chest x-ray, or screening from a qualified medical professional indicating the absence of TB; criminal and child protective services background report. The applicant shall not have been convicted of any barrier crime(s) as reflected in the criminal background report. The applicant will have no founded disposition of child abuse or neglect as documented by the Child Protective Services background report.

NOTE:

This description provides information on the essential functions of the designated job and the general nature and level of work associated with it. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

SUMMARY OF PHYSICAL, SENSORY, AND ENVIRONMENTAL REQUIREMENTS AND EQUIPMENT NEEDED TO PERFORM ESSENTIAL JOB DUTIES

Vice President of Developmental Disabilities

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly

PHYSICAL DEMANDS:

C = Continuously	F = Frequently	O = Occasionally	R = Rarely	N = Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time.	Less than 1 hour per week	Never occurs

This is a description of how the job is currently performed; it does not address the potential for accommodation.

Physical Demands	Code	Example/Explanation
Sitting	C	Desk work, Meeting table
Standing	F	To retrieve items from files, and while at meetings, gatherings, and presentations
Walking	F	To printer, meetings, retrieve files
Bending	F	To retrieve items for desk/file drawers, supplies from closets, printer, and pick up packages
Stooping	R	To plug in a laptop
Crawling	N	
Climbing	O	To traverse stairs,
Reaching Above Head	R	To lift/pull items from storage or shelves
Grasping:		
One Hand	F	Holding files, documents
Both Hands	O	Moving file boxes, organizing materials
Fine Manipulating:		
One Hand	F	Writing instruments, phone usage
Two Hands	C	Typing, filing, driving

Environmental Requirements

	Code	Example/Explanation
Exposed To Marked Changes in Temperature	R	Enter/exit office, workspaces, events
Outside Work	O	Travel to office, workspaces, events
Exposure to Dust, Fumes, Odors, Water, etc.	R	Office, workspaces, events
Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards	R	Office cleaning supplies
Normal (Inside) Environment	C	Office, workspaces, events

Sensory Requirements

Eyesight					Example/Explanation
Normal/Corrected	<input checked="" type="checkbox"/>	Necessary	<input type="checkbox"/>	Not Necessary	Computer screens, reading documents/files
Close Eye Work	<input checked="" type="checkbox"/>	Necessary	<input type="checkbox"/>	Not Necessary	Read documents and doctor orders, create written plans
Other	<input type="checkbox"/>	Necessary	<input checked="" type="checkbox"/>	Not Necessary	
Hearing					
Normal Tones	<input checked="" type="checkbox"/>	Necessary	<input type="checkbox"/>	Not Necessary	To have discussions with coworkers, outside contacts, and clients
Soft Tones	<input checked="" type="checkbox"/>	Necessary	<input type="checkbox"/>	Not Necessary	To have discussions with coworkers, outside contacts, and clients
Other	<input type="checkbox"/>	Necessary	<input checked="" type="checkbox"/>	Not Necessary	
Distinguish Smells	<input type="checkbox"/>	Necessary	<input checked="" type="checkbox"/>	Not Necessary	
Distinguish Temperature By					
Touch	<input type="checkbox"/>	Necessary	<input checked="" type="checkbox"/>	Not Necessary	
Proximity	<input type="checkbox"/>	Necessary	<input checked="" type="checkbox"/>	Not Necessary	

NON-PHYSICAL DEMANDS:

Description of Non-Physical Demands	Code
Time Pressure	F
Emergency Situation	O

Change of Tasks or Distribution of Duties	F
Irregular work hours outside the approved schedule	O
Extra Hours/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other:	

D. Other Comments: N/A

Equipment Operating Requirements

List of office and field equipment/machinery that may be used in the regular course of assigned duties, which may require training and skill to operate proficiently.

Computer, Telephone, Tablet, Copier, Printer, Scanner, Fax, Shredder, Agency Vehicle

PPE (Personal Protective Equipment)

Masking may be needed as determined by agency policy, applicable regulation, or law.

Latex/rubber/plastic gloves, gloves/mittens, and glasses may be needed on rare occasions, such as when cleaning is required.

DATE APPROVED: February 12, 2026

I acknowledge receipt of the **Vice President of Developmental Disabilities** job description. I have reviewed the job description and understand that, if I am offered and accept the position, I will be responsible for all duties and any other tasks that may be assigned. I understand that signing this acknowledgment does not constitute a formal job offer or contract.

PRINTED NAME

SIGNATURE

DATE