



# Assistant Secretary

## *Developmental Disabilities Administration*



**SALARY RANGE**  
\$135,107 – \$180,143 annually

Join a future-focused agency comprised of people-serving people. We are caring, anti-racist, person-centered, and innovative, dedicated to creating positive change and fostering inclusivity in every aspect of our work.

The Assistant Secretary of the Developmental Disabilities Administration is a valued member of WA State's Department of Social and Health Services Secretary's executive cabinet, responsible for leading an administration that serves people with intellectual and developmental disabilities. In this role, you will report directly to the DSHS Secretary, and your primary responsibilities will include leading innovative initiatives, ensuring effective communication and promoting teamwork within and outside the organization. Your strategic vision and forward-thinking approach will be crucial in enhancing the delivery of social services for the residents of Washington.

## We stand as an anti-racist agency

DSHS has embraced our responsibility to eliminate systemic racism and dismantle structural racism in our work and relationships with colleagues, customers and clients. In collaboration with the Governor's Office of Equity, we are currently leading targeted initiatives that are already increasing the *awareness, courage and accountability* of colleagues, clients and customers to make necessary transformational changes and improvements.

The DSHS vision, mission, values and strategic plan frame our committed progress towards becoming an anti-racist, equitable and transformational agency. We are intentionally focused on a current three-year action plan using the equity tools of *Truth, Social Justice and Dismantling Racism* to reshape our budget, leadership diversity, professional development, training, certifications, communications, service delivery, administrative processes and culture.

We are actively striving to upgrade our policies, procedures, processes, programs and services to break down barriers and advance equity and access. We are centering community voice by respecting and promoting human rights, access, equity, diversity and inclusion. The voices of colleagues and constituents are included in policies, programs and service decision-making to improve opportunities and outcomes.



## Department of Social and Health Services

*Our Mission is "Transforming Lives"*

The [Department of Social and Health Services](#) stands as the biggest state agency in Washington, serving as the cornerstone of human services and welfare. Our nearly 17,000 compassionate staff members work in communities across the state. DSHS has a biennial operating budget of \$20.8 billion and provides critical services for more than 2 million (nearly 1 in 4) Washingtonians. DSHS contracts with over 11,253 local government, private and nonprofit contractors to deliver these services, and operates over 100 field offices and 12 state-run facilities throughout Washington.

DSHS is the vital cornerstone for people or families facing life's toughest challenges, orchestrating essential services statewide. This comprehensive agency oversees critical programs encompassing food and cash assistance, long-term care, support for people with intellectual and developmental disabilities and behavioral health treatment. These services extend to patients in state-operated behavioral health hospitals and those within the criminal justice system, awaiting competency evaluation and restoration services. Remarkably, DSHS reaches nearly 30% of all Washington households, with nearly one-third of its services directed toward children.

Our Department of Social and Health Services' mission to Transform Lives requires that we come together with a sense of belonging, common purpose, shared values and meaningful work. It is crucial to our agency's mission that you bring an equity, anti-racism and social justice commitment to your work with DSHS. We strive to create greater access and affirming representation of the communities we serve, including Black, Indigenous and People of Color, people with physical, behavioral health, and intellectual disabilities, elders, LGBTQIA+ individuals, immigrants and refugees, and families building financial security.



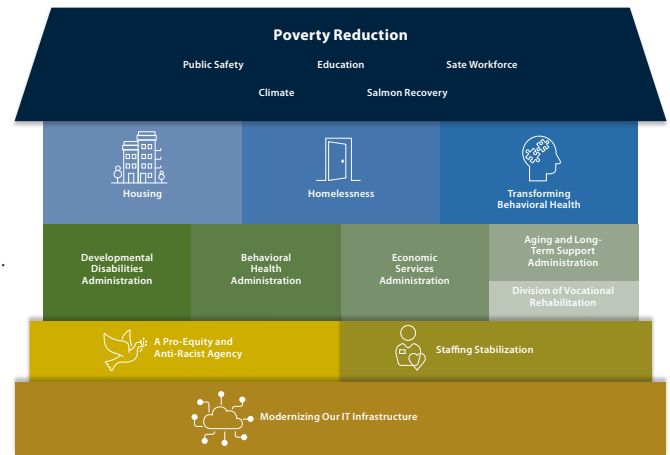
## Our Agency is Guided by Six Strategic Priorities

- Prepare for aging Washingtonians.
- Support people in our care and custody.
- Serve people in their home community.
- Provide a pathway out of poverty and become healthier.
- Increase organizational efficiency, performance and effectiveness.
- Become an employer of choice.

### Each priority is a critical pillar to transforming lives.

DSHS works with individuals of all cultures, abilities and identities. We believe each person we serve deserves to feel welcomed and accepted when accessing our services. Our agency is organized into six direct service administrations and two support areas:

- Aging and Long-Term Support Administration
- Behavioral Health Administration
- Developmental Disabilities Administration
- Division of Vocational Rehabilitation
- Economic Services Administration
- Facilities, Finance and Analytics Administration
- Technology Innovation Administration
- Office of the Secretary



## Guide to our Administrations

(showing current size and scope of work)

As a department we are tied together by a single mission: *to transform lives.*

Each administration within DSHS has a refined focus on this mission.

NUMBER OF DSHS STAFF

**16,000+**

NUMBER OF DSHS CLIENTS

**2,000,000+**

### FACILITIES, FINANCE AND ANALYTICS

STAFF  
**996**

### DEVELOPMENTAL DISABILITIES ADMINISTRATION

Supports people with intellectual and/or developmental disabilities and their families to get services and supports based on need and choice.

### FACILITIES, FINANCE AND ANALYTICS

Provides the necessary stewardship of the department's physical, financial and intellectual resources by safeguarding the resources needed to care for and support our clients.

### TECHNOLOGY INNOVATION ADMINISTRATION

Exploring and implementing technology advancements that will allow staff to focus their work on serving their programs and administrations as their customers, with day-to-day accountability to a single office in an enterprise approach to maximize consistency throughout DSHS.

### DEVELOPMENTAL DISABILITIES ADMINISTRATION

STAFF CLIENTS  
**4,052 63,483**

### ECONOMIC SERVICES ADMINISTRATION

STAFF CLIENTS  
**3,963 1,880,000**

### TECHNOLOGY INNOVATION ADMINISTRATION

STAFF  
**695**

### ECONOMIC SERVICES ADMINISTRATION

Works to build a Washington without poverty and injustice by helping children, adults and families weather the storms of life through various programs. A national leader in providing poverty reduction services to nearly 1.8 million people in our state. We provide tools and resources to build well-being including cash grants, food and medical assistance, employment-focused services, refugee assistance, disability determinations and child support collection.

### AGING AND LONG-TERM SUPPORT ADMINISTRATION

STAFF CLIENTS  
**2,486 93,381**

### AGING AND LONG-TERM SUPPORT ADMINISTRATION

Supports seniors and people with disabilities living with good health, independence, dignity, and control over decisions that affect their lives.

### DIVISION OF VOCATIONAL REHABILITATION

Provides counseling to individuals with disabilities who want to work but experience barriers due to physical, sensory and/or mental disability.

### DIVISION OF VOCATIONAL REHABILITATION

STAFF CLIENTS  
**331 19,250**

### BEHAVIORAL HEALTH ADMINISTRATION

STAFF CLIENTS  
**3,397 2,259**

### BEHAVIORAL HEALTH ADMINISTRATION

Supports sustainable recovery, independence and wellness through funding and delivering effective prevention, intervention and treatment services for youth and adults with behavioral health conditions and their families.

### OFFICE OF THE SECRETARY

STAFF  
**358**

### OFFICE OF THE SECRETARY

Supports the success of all programs within the agency through technology services, human resources, equity, diversity and inclusion, Indian policy, communications, innovation and strategy, public records requests and many more critical central services.



## ▣ Our Values Are

**Honesty and Integrity:** Leadership and service require a clear moral compass.

**Pursuit of Excellence:** It is not enough to get the job done, we must always challenge ourselves to do it better.

**Open Communication:** Excellence requires teamwork and a strong team is seen, heard and feels free to contribute.

**Diversity and Inclusion:** Only by including all perspectives are we at our best and only through cultural competency can we optimally serve our clients.

**Commitment to Service:** Our challenges will always exceed our financial resources, our commitment to service must see us through.

## ▣ Developmental Disabilities Administration

DSHS's Developmental Disabilities Administration offers a comprehensive range of services and support to nearly 50,000 clients who have intellectual and developmental disabilities. Among these clients, approximately 12,000 currently do not receive paid services but are in the process of being placed on caseloads that were recently funded by the Legislature. This initiative aims to better identify and address their unmet needs.

DDA's service continuum encompasses safe and high-quality residential options, employment support, and various other assistance in home, community, and facility-based settings. Across the state, more than 38,000 clients benefit from the support and paid services provided by DSHS DDA. The organization operates through 27 local offices, four state-operated residential habilitation centers, and 13 state-operated community residential programs.

BIENNIAL  
(TWO-YEAR)  
BUDGET  
**\$5.3 Billion**  
  
TOTAL  
EMPLOYEES  
**4,000+**

## ▣ Major Services Provided

- Case resource managers coordinate, authorize, monitor and evaluate the effectiveness of services available to address a person's identified health and welfare needs.
- Employment and community access services that lead to increased independence.
- Services that provide clients with community-based residential support options, including supported living services (contracted and state-operated) in generic housing leased by clients. Other community residential options include adult family homes, companion homes and alternative living services. Community residential support ranges from a few hours a week to 24 hours a day.
- Community First Choice is a Medicaid-covered program that provides in-home and residential supports for assistance with bathing, housekeeping, meal preparation, medication management, assistive technology, essential shopping, transportation and other services that increase independence. The program offers back-up systems to ensure continuity of services and support, including personal emergency response systems and relief care.
- Residential Habilitation Centers are state-operated facilities that provide 24-hour support and habilitation training. An RHC may be certified as an intermediate care facility for people with intellectual disabilities, licensed as a nursing facility or both. The four RHCs in Washington serve approximately 500 clients.



- DSHS DDA has five Home and Community-based Services waivers that, through a combination of federal and state funding, offer specific services to meet the health and welfare needs of people in the community rather than in an institution.
- State Operated Community Residential includes 11 State Operated Living Alternatives programs, providing community supports to adults and children, one Intensive Habilitation Services program and one Stabilization Assessment & Intervention Facility program. All programs and services offered by SOCR are community based and serve approximately 210 clients statewide.

## ■ The DDA Assistant Secretary Opportunity

The Assistant Secretary of the Developmental Disabilities Administration is a highly valued member of the DSHS Executive Cabinet and leads an administration that empowers people and families to thrive through a variety of services and assistance.

### ■ Primary Priorities

- Develop and implement a comprehensive long-term strategy that aligns with DDA's vision to provide personalized services and support for people with intellectual or developmental disabilities and their families.
- Cultivate a deep commitment to fundamental strategic and cultural change within DDA in harmony with DSHS's vision of promoting healthy, safe and supported communities while safeguarding taxpayer resources.
- Ensure the highest quality of services for Washingtonians with developmental and intellectual disabilities, continually advancing best practices in the administration.
- Ensure compliance with all relevant laws, regulations, and guidelines while responsibly operating within the administration's legislatively authorized appropriation.
- Create an inclusive environment that places client and stakeholder needs and satisfaction at the heart of all business activities, considering diverse perspectives, including facility and community-based structures.
- Drive the formulation and implementation of public policies that foster self-worth, respect and dignity for people with intellectual and developmental disabilities, ensuring they are recognized as valuable members of their communities.
- Lead and nurture a diverse, well-trained and qualified workforce, fostering engagement and cohesion within the team.
- Participate as a subject matter expert regarding DDA and the broader DSHS enterprise in the Secretary's Executive Cabinet.

### ■ Essential Attributes

- A deep commitment to social justice and dedication to advocating for the rights of people with developmental disabilities.
- Proven experience in client advocacy, with a track record of championing people with disabilities.
- Strong policy development skills, with the ability to formulate and execute effective strategies.
- Demonstrated ability to collaborate and communicate effectively with local and state government officials.
- Experience in labor management, budgeting, and financial oversight.
- Proficiency in strategic, progressive planning with a results-oriented approach.
- Legislative experience, with a comprehensive understanding of legislative processes.
- Adept at stakeholder engagement and skilled in building and maintaining strong relationships.
- Thorough understanding of regulatory compliance and its importance in service delivery.

### ■ Education and Experience

- A bachelor's degree in social work, business administration, public administration, health care administration, finance, clinical psychology or a related field. *Master's degree or terminal degree preferred.*
- Executive-level experience working in support of people with intellectual and developmental disabilities in a local, state or federal government capacity.
- Policy development, strategic planning, labor relations, legislative engagement and social justice initiatives.
- Knowledge of and experience in authorizing government and legislative processes, navigating this environment to achieve agency goals and objectives.
- Effective team management, results-driven leadership, quality assurance, bargaining, excellent communication and problem-solving ability.
- Public policy issues that impact social services for people with disabilities.
- Demonstrated success in collaborative work with labor union partners and with people and groups who advocate for people with disabilities.



## ▣ Competencies Needed to be Successful

### **Authenticity**

Gaining other people's trust by demonstrating openness and honesty, behaving consistently and acting in accordance with moral, ethical, professional and organizational guidelines.

### **Leading Change**

Driving organizational and cultural changes needed to achieve strategic objectives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services and helping others overcome resistance to change.

### **Strategic Influence**

Creating and executing influence strategies that gain commitment to one's ideas and persuade key stakeholders to take action that will advance shared interests and business goals.

### **Optimizing Diversity**

Establishing and supporting organizational systems, policies and practices that reduce barriers and leverage the capabilities and insights of individuals with diverse backgrounds, cultures, styles, abilities and motivation.

### **Energizing the Organization**

Motivating increased employee effort by communicating a compelling view of the organization's purpose and its future state in a way that helps others understand the importance of their contributions and feel how outcomes will be different when they achieve progress.

### **Building Client Relationships**

Ensure satisfaction by building productive relationships and resolving complaints, using appropriate interpersonal techniques to prevent and resolve escalated complaints and regain customer and client confidence.

### **Client Focus**

Ensuring internal and external customers' and clients' perspectives drive strategic priorities, business decisions, organizational processes and individual activities while promoting and ensuring valuable customer service.

### **Cultivating Networks and Partnerships**

Initiating and maintaining strategic relationships with stakeholders and potential partners inside and outside the organization (e.g., clients, caregivers, family members, peers, state and community partners, external advocates, alliance partners) who are willing and able to provide the information, ideas, expertise and/or influence needed to advance understanding of business issues and achieve business goals.

### **Emotional Intelligence**

Establish and maintain trusting relationships by understanding and correctly interpreting your emotions and the emotions and actions of those around you.

### **Compelling Communication**

Clearly and succinctly conveying of information and ideas to a diverse range of individuals and groups.



## ■ Compensation and Benefits

The annual salary range for the DDA Assistant Secretary is \$135,107 to \$180,143. In addition, the Department of Social and Health Services offers a generous Executive Management [benefit package](#) that includes:

- **Retirement and Deferred Compensation** – We help you prepare for life after your career by offering an excellent [retirement plan](#), which includes employer contributions. In addition, you may participate in the [Deferred Compensation Program](#) for a tax-deferred retirement investment.
- **Medical, Dental and Vision Insurance** – You and your family can choose from several [medical and dental plans](#). The state's employee premiums make high-quality medical coverage affordable, and the state pays 100% of employees' dental premiums.
- **Life and Long-term Disability Insurance** – Basic life and long-term disability insurance at no cost to you, with the option to purchase additional supplemental insurance coverage with very low premiums.
- **Annual Leave** – 14-25 days of vacation per year.
- **Holidays** – 12 paid holidays.
- **Sick Leave** – 12 days per year.
- **Relocation Assistance.**

## ■ Application and Process

We would like to hire for the DDA Assistant Secretary no later than Nov. 30th, 2023.

Applicant material received by Oct. 1st will be given guaranteed consideration. Applicants deemed to have the most relevant demonstrated experience will be contacted for further interview and selection.

To be considered, please submit a resume and cover letter addressing your interest and the knowledge, skills and abilities noted in this profile to Tracie Kidd at [Tracie.Kidd@dshs.wa.gov](mailto:Tracie.Kidd@dshs.wa.gov) or apply directly to: [www.careers.wa.gov](http://www.careers.wa.gov) #2023-09478



## ■ Washington The Evergreen State

[Washington state](#) consistently ranks among the best states to live in the nation. Nestled in the upper left-hand corner of the Pacific Northwest, our region offers a multitude of year-round indoor and outdoor activities. We have lakes, rivers, the Pacific Ocean, ancient forests, majestic mountains and rolling prairies that are home to some of the best geology, geography and agriculture in the world. We have opportunities for boating, fishing, clamming, hiking, camping, crabbing and winter sports, and are home to world-class amateur and professional sports teams, including the newest National Hockey League franchise. Washington residents also enjoy a broad spectrum of cultural activities, including several symphony orchestras, theatres, art and history museums as well as rich and renowned dining experiences. Summers are cool, winters are temperate and the state has no income tax.

The Department of Social and Health Services is headquartered in the state capital of [Olympia, Washington](#), which boasts engaged, educated community members and a school system that consistently earns high marks. Its downtown features eclectic dining and shopping while the west side hosts the region's large shopping centers and auto malls. The city and surrounding Thurston County have dozens of public parks and trails, rich with the history of the area's native tribes. The city is located strategically on the Interstate 5 corridor, putting it two hours or less from the amenities of major cities Seattle to the north and Portland to the south, and outdoor recreation from the Pacific Coast to the Cascades.



### For additional information or questions contact

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