

Contra Costa County  
In-Home Supportive Services Public Authority



*Seeking qualified individuals to apply for*

# Executive Director



## The Position

Contra Costa County, In-Home Supportive Services (IHSS) Public Authority is seeking applications and resumes from qualified individuals for its Executive Director position.

We are looking for an individual with strong leadership and management skills to be responsible for coordination of services and operational oversight of the Public Authority.

Contra Costa provides services to more than 12,679 IHSS home care workers and supports over 15,200 IHSS consumers in our region.



## The Ideal Candidate

The Executive Director will possess a strong management/operational background with the ability to effectively oversee the management of fiscal, program and human resources, taking the lead in setting the direction for the organization at the local and State level.

The candidate's professional history will demonstrate the following competencies and attributes:

- Dedication to the highest ethical standards at all times, responsible stewardship of all that is entrusted to the agency, and commitment to excellence
- Strategic and forward thinking
- Ability to determine funding needs, oversee budget preparation, and assure effective monitoring of fiscal performance
- Strong interpersonal and communications skills
- Strong Customer Service skills



# Contra Costa County, IHSS Public Authority

Contra Costa County, IHSS Public Authority is a quasi-governmental entity established by County ordinance and overseen by the County Board of Supervisors serving as the Governing Body. The Public Authority works closely with the County-operated IHSS program. Low income elderly, blind or disabled consumers are assessed by County social workers to determine the need for in-home care. If eligible for service, the consumer can then hire someone to help them with services which can include personal care, such as feeding and bathing; household tasks such as laundry, shopping, meal preparation and light housekeeping; as well as transportation; protective supervision; and certain paramedical services ordered by a physician. The Public Authority's primary role is supporting the recruitment, screening/background checks,

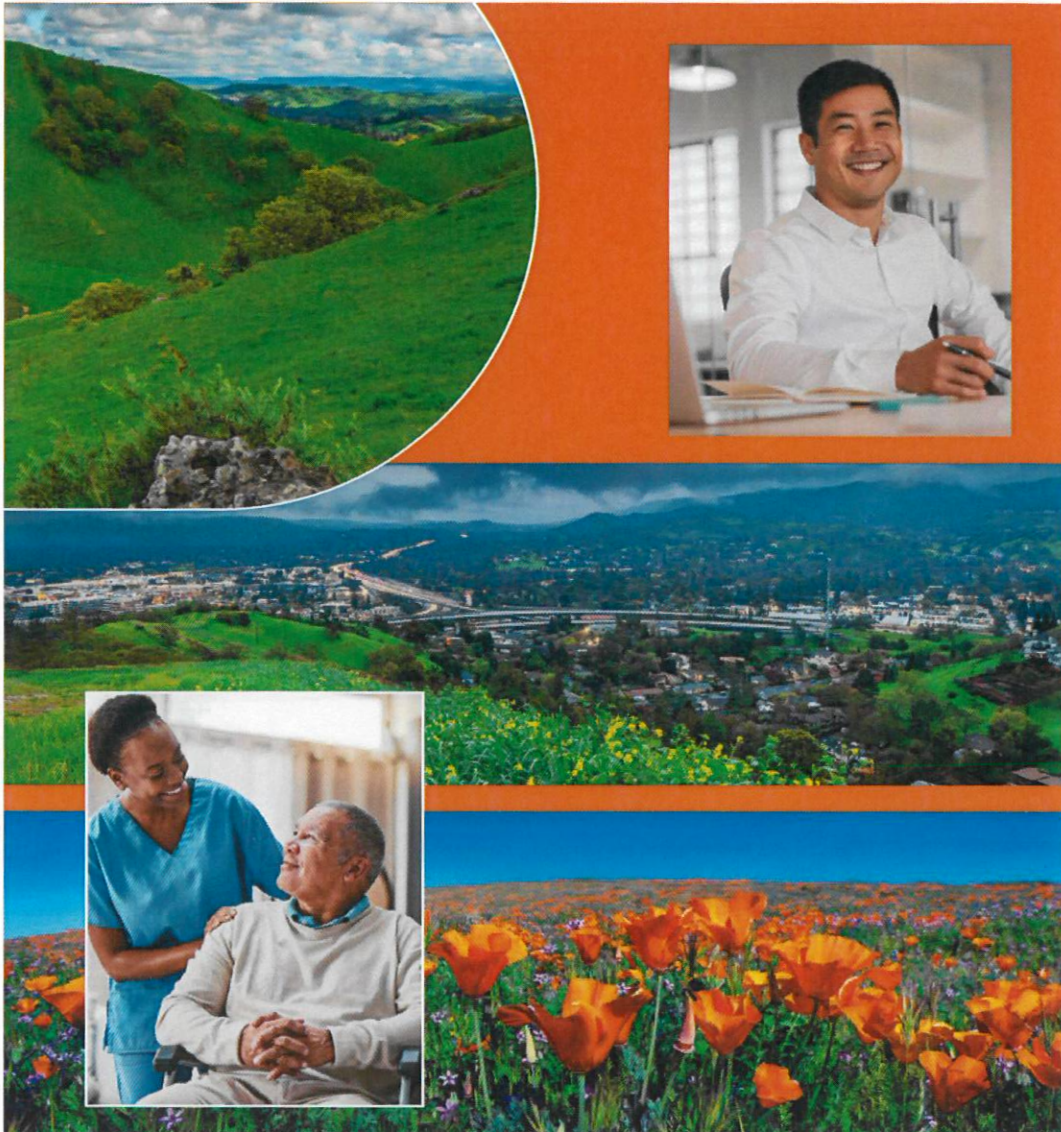
and orientation of Individual Providers (home care workers) who are then able to assist eligible consumers remain safely within their own homes.

## Education and Experience

Qualifications should demonstrate the ability to perform the essential functions of the job. Examples of qualifying experience include: A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND four years of management level experience in a public or private social services agency.

*Notes: Applicants must submit verification of degree with their resume. A master's degree or higher degree in public or business administration, sociology, social work or a related field may substitute for one year of the required experience.*





Contra Costa County  
**In-Home Supportive Services  
Public Authority**

Apply by Friday, May 3rd, 2024.

Send your resume to [cfoudy@ehsd.cccounty.us](mailto:cfoudy@ehsd.cccounty.us) or  
Carolyn Foudy, EHSD Aging & Adult Services, 300 Ellinwood Way,  
Pleasant Hill, CA 94523

