

POSITION: QIDP

ORGANIZATION: Hopewell Center

DIVISION: Residential Services

STATUS: Full-time

FLSA STATUS: Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Supervises and directs assigned personnel, including interviewing, hiring, orientation, training, evaluating, making work assignments, and providing corrective instruction;

Develops measurable training programs for residents;

Visits residential homes for a variety of purposes;

Directs work of assigned personnel;

Reviews House Manager monthly summaries of data;

Prepares written review of ancillary services provided;

Prepares in-depth written assessments of residents;

Receives and addresses resident, guardian and advocate concerns and/or problems;

Assists nurse and House Managers in addressing daily health needs of residents;

Facilitates Individual Program Plan (IPP's) meetings;

Attends weekly multi-disciplinary meetings and meetings with social worker and House Managers;

Responds to emergency situations on a 24-hour basis;

Performs semi-annual chart review and organization to prepare level of care surveys;

Assists Residential Director respond to State Board of Health annual survey of facility;

Periodically operates motor vehicle to transport residents;

Performs related duties as assigned, assuring the best interest of both the agency and the residents' welfare.

REQUIREMENTS:

Bachelor's degree in social work, special education, or related human services field with a minimum of one(1)year of experience working with persons diagnosed with intellectual retardation and/or developmental disabilities;

Ability to supervise and direct assigned personnel;

Thorough knowledge of Health Care Finance Administration guidelines, and ICF/MR facility regulations as mandated by State Board of Health;

Thorough knowledge of assessment process;

Working knowledge of behavioral management techniques;

Knowledge of Individual Program Plans (IPPs);

Knowledge of community and local social service agency resources and processes required to obtain service

Ability to oversee ancillary services of residents;

Ability to review and prepare detailed statistical reports;

Ability to direct work of assigned personnel;

Ability to respond to emergency situations on 24-hour basis.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and a demonstrated safe driving record.