

**POSITION DESCRIPTION
HOPEWELL CENTER**

POSITION: QIDP Supported Living
DIVISION: Residential Services
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2008

STATUS:

DATE REVISED: March 2015

FLSA STATUS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Hopewell Center provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as QIDP Supported Living for the Hopewell Center, responsible for assuring health, safety, and training needs are met for assigned caseloads.

ESSENTIAL FUNCTIONS:

- Assures health, safety, and training needs of clients on assigned caseloads.
- Coordinates services of healthcare professionals and ancillary service providers assuring ongoing communication of changing health needs of clients to maintain optimum health.
- Supervises and directs activities of assigned personnel, including interviewing and hiring candidates, orienting new subordinates, providing training, evaluating job performances, planning, delegating, and controlling work assignments, and providing corrective instruction.
- Develops measurable and effective training programs for clients and outlining methodology for staff to implement.
- Prepares monthly summaries of each client's progress and outlines current health and behavior status.
- Coordinates client benefits and financial resources.
- Receives and addresses a wide variety of concerns and complaints from clients, guardians, landlords and social service agencies.
- Performs client/staff observations and home inspections to ensure quality of services being delivered.
- Attends/chairs a variety of meetings, including client, health assessments, and inter-disciplinary team.
- Maintains all needed documentation to facilitate billing to appropriate funding source.
- Operates motor vehicle for transporting residents to various locations throughout the community.
- Occasionally testifies in legal proceedings/court as needed.
- Responds to 24-hour emergency situations on rotation basis.
- Performs related duties as assigned, ensuring the best interest of both the agency and client's welfare.

Residential Serv/QIDP supported living

I. JOB REQUIREMENTS:

- Baccalaureate Degree required with acceptable fields of study in Education, Social Work, or Human Services related field. One (1) year direct services with individuals with mental retardation preferred.
- Possession of or ability to obtain and maintain possession of CPR and basic first aid certification.
- Knowledge of educational/behavioral needs of developmentally disabled adults.
- Knowledge of basic budgeting and financial skills with ability to perform arithmetic calculations.
- Knowledge of standard English grammar, spelling, and punctuation, with ability to maintain records of client activities.
- Knowledge of Indiana Administrative Code 460 and Supported Living regulations, with ability to comprehend, interpret, and implement plans according to establishes goals and objectives.
- Knowledge of social service agencies and community resources, with ability to assist clients in completion of required applications and documents.
- Ability to supervise and direct activities of assigned personnel, including interviewing and hiring candidates, orienting new subordinates, providing training, evaluating job performances, planning, delegating, and controlling work assignments, and providing corrective instruction.
- Ability to write, edit reports, and contracts, and prepare and give public presentations, interview, counsel and advise individuals.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to operate motor vehicle for transporting residents to various locations throughout the community.
- Ability to competently serve the public and clients with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to effectively communicate with supervisors, co-workers, clients, clients' families, officials from community and government agencies, local banks, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to compile, collate, or classify data, and analyze, evaluate, observe, diagnose, investigate and make determinations based on data analyses.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to occasionally work extended hours, evenings and weekends and regularly travel out of town, but not overnight.
- Ability to occasionally testify in legal proceedings/court as needed.
- Ability to respond to 24-hour emergency situations on rotation basis involving potential physical harm to self and others.
- Possession of a valid Driver's License and a demonstrated safe driving record.