

## **ANNE GRADY SERVICES**

JOB CLASSIFICATION: QIDP

DEPARTMENT: Direct Support Services

TITLE OF POSITION: Qualified Intellectual Disability Professional

IMMEDIATE SUPERVISOR: ICF Manager

NORMAL WORKING  
HOURS AND SCHEDULE: Flex

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) Bachelor's degree in human services related field required; 2) Minimum of one (1) year of experience working with individuals with developmental disabilities required; 3) Minimum of one (1) year of supervisory experience required; 4) Knowledge of Anne Grady policies and procedures; 5) Knowledge of Medicaid and Licensure regulations; 6) Knowledge of union contact, as applicable; 7) Ability to motivate others; 8) Effective communication skills; 9) Knowledge of service plans; 10) Ability to work flexible hours; 11) Valid driver's license, proof of auto insurance, acceptable driving record required; 12) Ability to lift 50 pounds; 13) Ability to push, pull, bend, sit, and stand for extended periods of time. 14) CPR/First Aid required; 15) Medication administration certification required

### **POSITION RESPONSIBILITIES**

1. Coordinates and develops the service delivery system to meet the needs of individuals including:
  - Prepares for and chairs all team meetings for assigned caseload and provides follow-up as required.
  - Coordinates services of professional and non-professional staff provided to individuals.
  - Coordinates services with day program services, schools, and extracurricular activities, as applicable.
  - Coordinates, monitors, and implements Individual's daily schedules and actively promotes active treatment.
  - Ensures compliance with Medicaid and Licensure standards and applicable local, state, and federal laws as they pertain to individuals, service delivery, or service documentation.
  - Assists nurses as needed.
  - Works directly with individuals.
  - Functions as designated QIDP in accordance with Federal regulations for assigned caseload.
  - Provides back-up, as assigned, for other QIDPs.
2. Assist in hiring and termination of Direct Support Services employees. Supervises, evaluates and manages performance of employees assigned. Ensures adequate training and development of Direct Support Services employees.
3. Provide assistance and acts as a fill in for Program Coordinator as needed.
4. Participates in meetings/training/committees as assigned. Function as an active member of the management team and administrator on call team.
5. Completes required documentation in a timely manner.

