

ANNE GRADY CORPORATION

JOB CLASSIFICATION: QIDP/Degree
DEPARTMENT: Direct Support Services
TITLE OF POSITION: Qualified Intellectual Disability Professional
IMMEDIATE SUPERVISOR: Associate Director of Operations
NORMAL WORKING
HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in related field required (LSW preferred); 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 Center policies and procedures; 5) Knowledge of Medicaid and Licensure regulations; 6) Ability to motivate others; 7) Effective communication skills; 8) Knowledge of treatment plans; 9) Ability to work flexible hours; 10) Good driving record may be required; 11) Ability to lift 50 pounds; 12) Ability to push, pull, bend, sit, and stand for extended periods of time. 13) CPR/First Aid required; 14) Positive Behavior Support training required.

POSITION RESPONSIBILITIES

- Coordinates and develops the service delivery system to meet the needs of individuals including:
 - Prepares for and chairs all team meetings for home(s) and provides follow up as required.
 - Coordinates services of professional and non-professional staff provided to individuals.
 - Coordinates, monitors, and implements individuals' daily schedules and ensures compliance with Medicaid and Licensure standards and other -regulations as they pertain to individuals, service delivery, or service documentation.
 - Assists wing nurses as needed.
 - Attends/documents meetings at workshop/school and visits as needed.
 - Works directly with individuals.
 - Functions as designated QIDP in accordance with Federal regulations for assigned caseload(s).
 - Functions as interdisciplinary Program Coordinator for assigned caseload(s).
 - Provides back-up, as requested, for other designated QIDPs/Program Coordinators.
 - Coordinates services with day programming (school, work, etc.).
 - Assists with hiring, interviewing, and evaluating staff.
- Attends meetings/conferences and serves on various facility committees as assigned by the Director of Direct Support Services. Participates in management team and other assigned committees.
- Completes required documentation in a timely manner.
- Coordinates Quality Assurance checks and acts as a fill in for other QIDP's.
- Directs Direct Support Professionals as needed to ensure and promote active treatment. Supervises other department staff as assigned.
- Manages individual personal accounts and home line items and ensures proper and timely documentation.

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7. Monitors recreational outings; including use of Natatorium.
8. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
9. Exemplifies Corporation philosophy and follows all policies and procedures.
10. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.

If more than eight, list totals only.
Staff Coordinator(s)
Recreational Coordinator

Signature of Department Director Date

Form Pr-105

Signature of Employee Date

Revised: 03/19/02
Revised: 06/04
Revised: 08/06
Revised: 11/20/06
Revised: 12/27/12
Revised: 01/08/19