

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: QIDP

DEPARTMENT: Client and Family Support

FLSA STATUS: Exempt

GENERAL SUMMARY:

This position will report directly to the Director of Client & Family Support. The QIDP is responsible for developing the Implementation Strategy for the array of supports and community based experiences on the outcomes established in the Person Centered Plan. The QIDP is responsible for coordinating the execution of the Implementation Strategy by training and supervising the DSPs and providing direct supports and services when needed.

DUTIES AND RESPONSIBILITIES:

1. Maintain a designated caseload as assigned by immediate supervisor. May be called upon to assist in any way necessary with any individual served by the program and agency.
2. Work with the Independent Service Coordinator (ISC) to actively participate in the completion of the Discovery Tool and Person Centered Plan for each individual on designated caseload.
3. Negotiate with the ISC to identify the array of services requested that the program can provide. Inform ISC when changes to services, supports, and outcomes are requested by the individual served. Inform ISC when an increase or decrease in supports and/or services are needed to insure the individual's needs are being safely met.
4. Develop and execute the Implementation Strategy for agreed upon supports and community based experiences, including training DSPs and other program staff on service provision and how to most effectively meet the needs and preferences of the individual served. Provide direct support and services when needed.
5. Establish a rapport, gain confidence of the individuals served and assist them to develop community connections and maintain social capital within the community in which they live.
6. Establish a rapport with and maintain contact with family members, guardians, and other natural supports in order to facilitate the individual's community living and integration.
7. Maintain a positive and professional presentation of self, program, and agency during all interactions within and outside of the agency.
8. Establish a rapport and professional working relationship with other social service providers, service organizations, merchants, landlords, utility providers, medical

professionals, clubs, community events/activities, other CCAR staff, etc. as needed to facilitate and maintain the individual's independent status and achieve integration. Provide advocacy and linkage services in order to obtain those services necessary to meet the individual needs.

9. Provide guidance and problem-solving techniques for financial, personal, and other issues as needed for individuals participating in the program. Assist individuals with decision-making and making informed choices.
10. Facilitate individual's moves into new living arrangements. Perform visual inspections of an individual's living environment to ensure it meets reasonable safety requirements. Advocate and assist to correct any safety issues found.
11. Perform on-call responsibilities according to the schedule developed by supervisor. While on-call, the QIDP must remain in the local area (Charleston, Mattoon, etc.). When contacted, the QIDP is responsible for supplying any necessary assistance to alleviate the emergency situation.
12. Serve as the direct supervisor for the Client and Family Support program Direct Service Personnel (DSP). This includes: supervising and directing all consumer supports and services, developing the DSP schedule on a weekly basis, completing annual performance appraisals for assigned staff, carrying out disciplinary actions with the assistance of the Program Director, and demonstrating proper techniques to DSPs as needed.
13. Maintain a working knowledge of and perform duties in a manner which complies with the regulations and requirements of funding sources, accreditation bodies, governmental and legal bodies (i.e. regulations and requirements of the Client and Family Support program, Community Integrated Living Arrangements (CILA), Bureau of Quality Management, CMS, and CARF).
14. Adhere to agency's policies and procedures.
15. Attend all relevant staff training as required or assigned. Complete a minimum of 12 hours of continuing education training, at least six hours must be outside agency training, as required by DHS/DDD to maintain QIDP status.
16. Maintain current certification in both CPR and First Aid and provide as necessary. Complete accident/incident reports when witnessed and submit the written report to supervisor for review. Keep aware of and follow all health and safety related procedures and policies as they relate to this job position. Assist with the scheduling of medical appointments and arrange/provide transportation as needed. Assist the program consumer with obtaining and correctly administering medications and treatments as necessary.
17. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.
18. Participate in and present DHS/DDD mandated training sessions, on assigned topics, to agency staff including direct service personnel.

19. May be requested to serve on the Administration Safety Committee by attending scheduled meetings and conducting building safety checks as assigned.
20. Complete vehicle safety checks as assigned/required for vehicles assigned to the program. Identify and report vehicle maintenance needs as they occur.
21. Perform other duties as required or assigned.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Due to seasonal weather, employees may be subjected to temperatures that results in significant body discomfort. Due to completing visits in privately owned and controlled homes, employee may be exposed to dusts, fumes, vapors, mists, and pests/vermin that could affect the occupational health of the employee. Employee could be exposed to the hazards and potential injuries of the road.

IMMEDIATE SUPERVISOR: Director of Client and Family Support

SUBORDINATES: Client and Family Support DSPs

QUALIFICATIONS:

Minimum of B.A. or B.S. degree in Psychology, Sociology, or related field with at least one year of experience working with individuals with a developmental disabilities. A valid Illinois Driver's License is required. Prefer background knowledge of assessment devices, basic concepts of, programs/services for, and guidelines pertaining to individuals with developmental disabilities.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements, and working conditions of the job.

Employee Signature

Date

Revised: April 25, 2018