

Apostolic Christian LifePoints

Job Description

Position:	QIDP
Facility:	CILA
Department:	Program
Reports to:	CILA Resident Services Director
Supervises:	Departmental Staff in relationship to the habilitation training program and activities and in the absence of the CILA Resident Services Director

Scope of Position: The primary purpose of your job position is to assist in the planning, organizing, developing, and directing the operation of the CILA/CRS Program in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the CILA/CRS Resident Services Director to assure that the medically related emotional and social needs of the residents are met/maintained on an individual basis.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of twenty-one (21) years of age and good moral character
3. Must possess educational requirements necessary to be a Qualified Intellectual Disability Professional (QIDP) as defined by state and federal guidelines.
4. Must have, as a minimum, one (1) year work directly with individuals with developmental disabilities.
5. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow the safety requirements for agency and department
3. Respect the rights and dignity of residents
4. Retrieve and record data in the electronic charting system
5. Develop resident ISP, provides case management
6. Advocate and ensure the rights of the residents among staff, peers and in the community

Job Responsibilities:

1. Convene the Interdisciplinary Team (IDT) as required by regulations or as necessary to support the individual
2. Advocate for the resident
3. Communicate and provide follow-up with parents/ guardians, places of employment and service providers
4. Schedule assessments as required or needed and on an on-going basis and share the information with the resident and members of the IDT
5. Facilitate the prioritizing of assessment findings and data with the IDT
6. Compile a written Individualized Services Plan (ISP) based on individual strengths, weaknesses, and preferences as defined by the resident and assessments

7. Ensure that the ISP is followed and modified according to State, Federal and/or other regulatory bodies
8. Provide technical training initially and as necessary to persons identified as responsible for the objectives of the ISP
9. Review data and documentation on a regular basis and provide staff training or program modifications to ensure that the overall goals of the ISP are being addressed
10. Provide residents with information concerning resident rights, funds, choices, life planning and other topics and explain as necessary
11. Communicate any restrictions of rights to the individual and guardian/family as well as the steps necessary to restore those rights
12. Keep abreast of current federal and state regulations as well as professional standards
13. Assist in the development, administering, and coordinating of program policies and procedures as directed
14. Participate in surveys made by authorized government agencies

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Must be able to use a computer, phone, and others as required
6. Must be able to lift, push, pull, and move a minimum of 50 pounds

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____