

Class Concept

This is professional work in providing, coordinating and being accountable for the inter-disciplinary person-centered services to individuals with intellectual/developmental disabilities and/or co-occurring disorders. Positions are found in a specialized facility that provides services to individuals with intellectual/developmental disabilities that may have complex behavioral and/or medical needs. Assigned work of these positions is to: create, modify, implement, and assess individualized behavioral, vocational, and/or social person-centered care plans; ensure compliance with residential-based health, safety, and person-centered services as required by State/federal laws, and facility policies and procedures; and establish, implement, and monitor program goals, quality controls, and policies/procedures for defined residential units or homes. Positions coordinate the service delivery of professional disciplines such as nursing, psychology, social work, therapeutic recreation, PT, and OT in the implementation of person-centered plans.

Positions supervise direct care staff and may serve as the manager on call, which involves decision-making for the assigned cottage/residential living area. They may manage the operations (e.g., budgetary and resource allocation) of one or two residential units and facilitate services with departmental professional and ancillary services. Positions chair the interdisciplinary treatment team and provide specific and detailed input toward developing/modifying individuals' behavioral, vocational, and/or social development active treatment plans. This role is differentiated from the Human Services Provider Program Coordinator I by the degree of accountability, which may include three shifts, increased scope of location assignments, and independence of action in more comprehensive programming and administrative decision-making.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of active treatment programs and their implementation procedures
- Basic knowledge of up-to-date best practice in health, mental health care practices, and support for individuals with intellectual disabilities
- Basic knowledge of the basics of physiological, nutritional, sensory-motor, affective, cognitive, social, communication, and adaptive development
- Basic knowledge of person-centered planning process
- Ability to lead an interdisciplinary team
- Ability to communicate and to develop cooperative working relationships with staff, clients and their family members
- Ability to coordinate the development, implementation, and evaluation of person-centered services
- Ability to keep records, document behaviors/preferences, and run reports
- Ability to perform behavior intervention techniques
- Ability to supervise the operation of a residential unit
- Ability to effectively communicate orally and in written form

Minimum Education and Experience

Bachelor's degree in a human services or related field from an appropriately accredited institution and two years of experience providing professional or direct services (either paid or volunteer) in a setting that serves individuals with disabilities.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.