



JOB DESCRIPTION

JOB TITLE: QIDP - Qualified Intellectual Disabilities Professional

DEPARTMENT: Employment Division/Day Habilitation

REPORTS TO: Director of Employment Services

Summary

To be responsible for casework and social services pertaining to individuals with intellectual and developmental disabilities (IDD) at Frost Industries, Employment Division, and the Conly Day Program. Responsible for maintaining proper documentation required by Louisiana Dept. of Health, Centers for Medicaid and Medicare Services (CMS), and the AbilityOne Program on each program participant while utilizing Therap (cloud-based data management software). Obtain and maintain qualifications to dispense medication.

Supervisory Responsibilities:

- None

Required Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Word, Excel, and Outlook.

Education and Experience:

- Possess at least a bachelor's degree in the human services/social services field.
- Have 1+ years' experience in providing human services to individuals with IDD.

Agency Expectation of Employee:

- Adheres to The Arc Caddo-Bossier Policy and Procedures and Core Values
- Certified in Adult CPR/AED and First Aid (Obtained in New Employee Orientation).
- Obtain and Maintain Certified Medication Administration (CMA) certification.
- Maintains valid driver's license and motor vehicle insurance – potential transport of individuals with IDD for emergency and non-emergency cases.
- Communicates regularly with the Director of Habilitation, Director of Employment Services and Program Supervisor as well as with other QIDPs within The Arc Caddo-Bossier.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- Serve as part of the Frost/Conly Participant Admissions/Discharge Team (PADT) for intake and termination of program participants.
- Serve as part of the Arc Caddo-Bossier's Human Rights Committee.
- Serve as part of the Arc Caddo-Bossier's Interdisciplinary Teams as necessary.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Responsible for creating and maintaining a harmonious, cooperative, and enthusiastic relationship among all staff and program participants.

Essential Job Functions

- Responsible for program participants day-to-day case work and social services for Frost Industries and Conly Day Program.
- Ensure that prospective program participants are eligible medically, socially, psychologically, and financially to participate in the program.
- Ensure that program participant records are maintained in accordance with applicable guidelines and that each program participant's binder has the proper disability documentation per state and SourceAmerica/AbilityOne regulations.
- Communicate with case management/support coordination regarding Comprehensive Plans of Care (CPOC(s), Quarterly/Annual Case Management/Support Coordination meetings with their respective participants.
- Provide guidance to a program participant who is experiencing personal, social, or vocational problems.
- Meet with parents and family members as necessary to ensure that quality services are being provided and to maintain a high level of confidence in the program.
- Develop Individual Habilitation Plans (IHP) and Home and Community Based Settings Rule (HCBS) person centered plans; share responsibility for implementation of program participant plans with responsible staff.
- Ensure that problem solving sessions are convened as necessary to make certain that participants' needs are being met in a manner consistent with philosophies embodied in the concepts of a normalized and least restrictive environment.
- Handle program participant personal data to ensure that their right to confidentiality is strictly maintained-promote sensitivity to all other participant's rights, i.e., Civil and Human Rights.
- Maintain adequate controls and procedures to ensure that client medications are correctly administered and documented.
- Coordinate with DSPs (Direct Support Professionals) to make sure they have proper paperwork for program participants.
- Stay aware of where a program participant is sent to work on a contract or leaves the building at any given time; to know where the program participants are at any given time.
- Ensure monthly progress reports and daily activity forms are completed and filed away each month in a timely manner.
- Ensure each program participants IHP's/Attachment Js are completed every month.
- Ensure fire drills and tornado drills are performed and documented.
- As a CMA, ensuring program participants medication is administered and ensures ample stock of incontinent supplies and change of clothes are on hand.
- Ensure there is food on hand for program participants that do not have a lunch.
- To communicate with Residential Services Administration for up-to-date program participant documentation.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- Coordinate with existing QIDP, Director of Habilitation and Program Supervisor, for developing groups and programs in consideration of the needs, abilities, and interests of the participants.
- Maintain knowledge of Center for Medicaid and Medicare Services (HCBS) rulings on person-centered planning and community life engagement.
- Assists with driving the Arc Caddo-Bossier’s transportation vans when necessary.
- Assists Day Program DSPs as needed.
- Document critical incident reports/General Event Reports and to coordinate transportation to ER. If necessary, gather appropriate information, and contact emergency contacts.
- To be available to stay on site until the last program participant is gone, sometimes after hours.
- Assist program participants as necessary with issues associated with eating, toileting, and similar personal needs, including showering if needed.
- Performs other related duties as directed by management.

Physical Requirements:

- Must be able to lift 25 pounds minimum.

SALARY RANGE: \$39,000 - \$45,000

Non-Exempt

I acknowledge the above key functions and meet the prerequisites set forth in the above.

Employee Signature

Date

Director of Employment Services

Date