

JOB TITLE: QIDP

REPORTS TO: Administrator

JOB OBJECTIVE: Qualified Mental Retardation Professionals (QMRPs) support individuals with disabilities with a strong desire to improve the lives of each individual and to provide psychosocial support to enhance each individual's adaptive daily living skills as directed by state and federal regulations.

Summary:

Assure the mission of the home by providing the highest quality of services in order to enhance each individual's skill development, health, freedom, and personal dignity.

Assist in supporting individuals with developmental disabilities by developing, coordinating, revising, and monitoring the overall plan of care for each individual residing in the home as directed by state and federal regulations.

Monitor the overall operation of the home by coordinating and monitoring direct service staff and maintenance personnel and administering services within cost effective parameters.

Note: Residential operations are 24 hours a day, 365 days a year. Therefore, it should be clearly understood that working non-standard hours is the rule rather than the exception.

Essential Duties and Responsibilities:

QMRP and Supervisor Duties to be Completed in Cooperation:

- Ensure that Direct Service Personnel (DSPs) receive on-going training in habilitation techniques by conducting DSP meetings (at least monthly) and by offering periodic inservicing, including, but not limited to, fire safety, dental, dietary, behavioral, current medical status, and program implementation/revisions. (Supervisor OJT 18 QMRP OJT 2)
- Ensure medical appointments are scheduled and followed-up with qualified staff for the individuals receiving services. (Supervisor OJT 27, 28)
- Work in conjunction with nurse trainer to ensure staff are trained and authorized to supervise medication administration and specifically to ensure staff correctly implement self-medication training programs. (Supervisor OJT 30, QMRP OJT 1)
- Communicate effectively with guardians to ensure medical services are discussed and ensure verbal medication consents are obtained in a timely manner. (QMRP OJT 9, Supervisor OJT 31)
- Schedule and attend psychiatric appointments for individuals. (Supervisor OJT 32)
- Monitor individual funds, maintaining a complete and accurate accounting system of incoming funds and purchases, as outlined by organization policy and procedure and in conjunction with the knowledge of the Supervisor and Administrator. (QMRP OJT 17)
- Ensure documentation is accurately completed on activities and all IPP goals and required documentation sheets for each individual receiving services. Comply with state and federal regulations regarding documentation. (QMRP OJT 15, Supervisor OJT 34)
- Ensure that each individual is dressed and groomed appropriately. (QMRP OJT 26, Supervisor OJT 37)
- Ensure adaptive equipment (including wheelchairs) is maintained in good, working condition. Additionally, ensure cleanliness of adaptive equipment. (QMRP OJT 28, Supervisor OJT 39)

General Requirements:

- Provide quality services designed to enhance each individual's skill development, health, freedom, and personal dignity.
- Maintain records in accordance with accepted standards and practices that ensure the long-term preservation and easy retrieval of the documents.

- Maintain a frequent presence in the homes and settings during non-standard work hours when the individuals receiving services are present, in order to ensure the delivery of each individual's service plan.
- Maintain a frequent presence at the day program when the individuals are present; coordinate services in conjunction with the day program QMRP.
- Carry pager/cell phone and respond in a timely manner to all pages and calls.
- Comply with weekend on-call rotation and conduct visits to CILAs and ICF/DD's within the designated region during on-call weekend. Complete Weekend Observation Forms and route to appropriate area administrator as well as to Quality Assurance administrator
- Assure third-party accreditation standards are met (if required) by participating in inservices, training sessions, and surveys, and by completing information required for outcome measurements.
- Assure an above standard of service by complying with state and federal regulations, by sustaining positive regulatory/funding source (DPH/DHS) survey outcomes, and by completing monthly quality assurance audits.
- Assure that information is ready and available for yearly ICF/DD Inspection of Care by anticipating and preparing for potential "Add-Ons" and insuring that goals and documentation support the additional funding. Review IOC outcomes with Administrator to ensure maximization of funding.
- Working with the Administrator, Supervisor, and DSPs, ensure survey preparedness.
- Submit articles to the organization's newsletter in a timely manner.

Nursing and Medical:

- Schedule and attend psychiatric appointments for individuals, when applicable. (OJT 3)
- Ensure side effects of medications are discussed with physician and documented. (OJT 3)
- Complete all Medical Visit Synopses in communicating effectively with physicians about reasons for appointments and issues or concerns that require attention. (OJT 3)
- Complete all written consent forms for new medications and/or procedures and ensure that guardian approval is obtained prior to implementation according to regulatory requirements.
- Complete Quarterly Medication Reviews for each individual (CILA). (OJT 4)
- Ensure MARs, medication supervision and self-administration of medication is completed and documented accurately. (OJT 5)
- Coordinate with nursing and other professionals to ensure optimum health of individuals receiving services, including but not limited to completion of both routine and PRN lab tests, physician follow-up to out-of-range lab reports, and monitoring and PRN medication recommendations following incidents and/or medical procedures. (OJT 6, 7)
- Schedule any necessary appointments with psychologist, psychiatrist, occupational therapist, physical therapist, speech pathologists, etc., for each individual and coordinate necessary staff coverage with Supervisor to complete appointment. (OJT 8)

Case Management:

- Assure that each individual served receives an Individual Program Plan (IPP) annually, or as needed, by scheduling the necessary Interdisciplinary Team (IDT) members and assisting the individual served with chairing the meeting as appropriate to Level of Functioning. (OJT 10)
- Implement the IPP by developing a written plan, goals and objectives based upon assessed strengths and needs of each individual. (OJT 10)
- Complete monthly progress notes by the 15th of each month and maintain data collection sheets to support each individual's goals. (OJT 11) Revise goals and objectives to reflect progress or regression based on monthly progress summary, or on changes in need per IDT. (OJT 12)
- Plan the activities and oversee by delegation. This includes the developing and posting of a monthly activity schedule which reflects and meets the goals and wishes of each individual. Ensure compliance with state and federal regulations. (OJT 13)
- Coordinate all services specified in the IPP by following the recommendations made by medical and professional consultants, per IDTeam approval. (OJT 16)

- Ensure budgeting and planning for each individual's needs and develop programming that reflects economic self-sufficiency skills. (OJT 18)
- Ensure resident activity and advisory meetings are conducted monthly with minutes posted and saved per applicable regulation. (OJT 19)
- Work with various consultant disciplines to ensure compliance with DHS funding and ICF/DD regulations. (OJT 8)
- Assist persons receiving services who are in need of behavior support programs and implement counseling for persons in need of crisis intervention. (OJT 20, 21, 22)
- Initiate CART procedures for individuals in crisis. (OJT 23)
- Provide direct and indirect mentoring to ensure that individuals reach their maximum level of functioning. (OJT 24)
- Ensure each individual's rights are maintained by adhering to the policies and procedures set forth by the company and regulatory agencies. (OJT 25)
- Maintain each individual's personal history book by completing compulsory forms as prescribed by policy, obtaining reports from outside providers, filing materials in a timely manner and assisting with the completion of regular quality assurance reviews. (OJT 27)
- Oversee guardianship needs of individuals. (OJT 29)
- Complete and/or assist individuals/guardians in the completion of all necessary Social Security and/or Public Aid correspondence in a timely manner. Advocate for the needs of individuals to ensure continuation of SSA or IDPA funding. (OJT 31)
- Attend quarterly committee meetings with all required documentation, and chair a committee if so assigned. (OJT 32)
- Complete DHS rate reviews on an annual basis or as the department determines (CILA). (OJT 33)
- Work in conjunction with PAS agencies and other referral entities to facilitate proper placement of individuals served. (OJT 34)

Secondary Duties and Responsibilities:

- Meet on a routine basis with the Supervisor to ensure correct implementation of programming, and to provide input regarding DSP performance as it relates to active treatment and implementation of programming.
- Adhere to terms and conditions of employment as outlined by the Employee Handbook and job description.
- Maintain highest quality and working knowledge of current Federal and State regulations, HIPAA, OSHA, Public Health, labor laws, DHS, as well as professional standards and make/assist in the development of and/or recommended policies and procedures. Oversee compliance of these regulations and standards.
- Complete DHS/Public Health approved DSP training curriculum within 120 days of hire.
- Complete Office of Inspector General (OIG) Investigative Skills training to become a certified OIG investigator.
- Complete investigations as requested.
- Perform other duties or assignments as requested.

Work Schedule:

- Complete a minimum 40 hour work week.
- Maintain an active presence in the home during all shifts, including, but not limited to, 6am-2pm, 3pm-11pm and 11pm to 9am shifts.
- Complete on-call rotations as scheduled, answering and dealing with pages and issues, while traveling to each CILA and ICF/DD home within your designated region.
- After weekend on-call rotation, the QMRP will be granted the following Friday off.
- After weekend on-call rotation, the QMRP will be granted one day compensation within a 2 week period as approved by Administrator.

Supervisory Responsibilities:

- Indirectly supervises DSPs who provide direct care to individuals with developmental disabilities.

Required Experience, Education and/or Training:

- A minimum 4 year Bachelor's Degree in a discipline which falls within DHS/Public Health requirements.
- Minimum of one year of experience working directly with individuals with developmental disabilities.
- 12 hours of continuing education per year.
- Complete Office of Inspector General (OIG) Investigative Skills training to become a certified OIG investigator.
- Earn internal company certification as a pre-survey QA auditor
- Successful completion of internal company training modules

Additional Experience, Education and/or Training Preferred:

- Prefer previous Habilitation Aide training.
- Prefer previous management or supervisory experience.
- Additional experience in the Human Resources field.

Required Knowledge, Skills and Abilities:

- The knowledge, skills and ability in which the employee should be proficient in order to successfully complete the duties of the job.
- Reasonable accommodations may be made to enable employees with disabilities to perform the essential job functions.

Proficiency:

- Read, write and speak the English language in an understandable manner.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Communicate effectively, both orally and in writing.
- Able to interpret and complete forms and documentation accurately.
- Able to maintain confidentiality.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers and fractions/decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Collect and balance money and/or financial records.
- Solve practical problems and deal with a variety of situations.
- Ability to define problems, collect data, establish fact, and draw valid conclusions.
- Ability to interpret and comprehend abstract and concrete variables.
- Operation of PC utilizing word processing and spreadsheet software.
- General office practices and procedures, using standard business equipment.
- Operation of an automatic transmission automobile.
- Possess valid Driver's License and auto insurance. Periodic verification may be required.

Physical Requirements: The physical demands below are representative of those that will be required to successfully perform the essential function of this job. Employees may use prosthetics that will enable senses to function adequately so that the requirement of this position can be fully met. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions. Tasks will include, but are not limited to:

- Lifting/Carrying above 100 lbs.
- Stooping/Bending
- Kneeling/Squatting/Crouching
- Walking
- Standing
- Sitting
- Climbing/Balancing
- Physical Coordination (sequential/simultaneous use of hands, arms, feet & legs)

- Hand-Eye Coordination
- Vision (Close, Intermediate and Distance)
- Depth Perceptions
- Hearing

Common Work Environment:

- Contact with bio-hazardous materials (i.e. body fluids).
- May be subject to minor injury from cuts, bruises, falls, etc.
- Will be required to climb stairs frequently.
- Exposure to dust, fumes and/or odors.
- May encounter chemicals, possibly of a toxic or caustic nature.
- Low Noise, Moderate Noise and Loud Noise.
- Outdoor Weather Conditions.

Signatures: I have read this job description and fully understand the requirements set forth therein. I accept this position and agree to abide by the requirements set forth, and will perform all duties and responsibilities to the best of my ability.

Employee Signature

Date

Administrator

Date