



SERRA CENTER JOB DESCRIPTION

Page 1 of 2

DEPARTMENT: Administration

POSITION: QIDP / Program Supervisor – Intermediate Care Facilities (ICF-DD/H)

DEFINITION: The Qualified Intellectual Disabilities Professional (QIDP) role is pivotal to the adequacy of the program the individual receives in an ICF-DD/H, since it is this role that is intended to ensure that the individual receives services and interventions necessary by competent persons capable of delivering them. The paramount importance of having persons competent to judge and supervise active treatment issues cannot be overstated. The QIDP is assigned primary responsibility and accountability for the ISP of 12 clients being served in two of our licensed ICF-DD/H group homes and direct supervision, coordination and implementation of the professional program services and Direct Support Professionals needed to implement the active treatment program on a daily basis.

QUALIFICATIONS: A human services professional with at least one year of experience working directly with persons with intellectual disabilities or other developmental disabilities; and a Bachelor's Degree in a human services field, including but not limited to sociology, special education, rehabilitation counseling or psychology. Prior experience with integrating, coordinating and monitoring active treatment and experience with managing and supervising a team of staff. Knowledge of computers required – Excel, Word and Windows. Must possess experience and skill with case management, assessment and analysis. Must possess proficient writing and math skills. Knowledge and experience of securing and managing public benefits is required. Ability to multi-task and meet deadlines is a must. Individual must possess initiative and work well with others in a team-oriented environment.

ACCOUNTABLE TO: ICF Administrator

EXAMPLES OF WORK DUTIES: (Any one position may not include all of the following, nor do all of the listed examples include all duties and responsibilities which may be required in each position).

1. Observes individuals, reviews data and progress, and revises programs based on individual need and performance.
2. Ensure consistency among external and internal programs and disciplines.
3. Coordinate client medical, medication and treatment care needs with the facility Nurse.
4. Ensure each client receives the professional program services needed to implement an active treatment program appropriate to their health and safety needs and choice (i.e. physical development and health, Dietary/Nutrition, Sensorimotor Development, Affective/Emotional Development, Speech and Language Development, Auditory Functioning, Cognitive Development, Vocational Development, Social Development, Adaptive Behaviors or Independent Living Skills).



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Page 2 of 2

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5. Ensure any discrepancies or conflicts between the professional program service aspects of the individual's assessment and program are resolved.
6. Implement follow-up to recommendations for services, equipment or programs.
7. Ensure that adequate environmental supports and assistive devices are present to promote independence.
8. Perform and coordinates necessary assessments in accordance to Title 22 Regulations and agency policy.
9. Organize and implement required consultation and interdisciplinary team meetings as identified in Title 22 Regulations and ensure adequate documentation of such for the record.
10. Work directly with paraprofessional, nonprofessional and other professional program staff to assure these individuals have the skills necessary to carry out the needed interventions.
11. Responsible for the training, monitoring, supervision and evaluation of Direct Care Staff.
12. Coordinate and implement required monthly In-Service trainings.
13. Ensure facility has sufficient staffing to meet the regulatory 1:3 staff-to-client ratio as required.
14. Assist in completing client intake process to include interview, assessment, visit coordination and evaluation of appropriateness for placement. Coordinate discharge.
15. Assure that the facility operates in compliance with federal, state, local and corporate regulations and policies, including Title 22.
16. Ensure Quality Assurance in accordance with agency policy, practice and regulations as follows: habilitation, program implementation, health and safety, documentation, rights, and mandatory reporting on abuse/neglect/special incidents.
17. Maintain positive community relations with partnering social service agencies, community resources, families and stake holders.
18. Serve back-up to the 24-7 on-call Administrator/Scheduler every-other week; or as required.
19. Perform other related duties and assignments as required