

Southern Tier Independence Center
JOB DESCRIPTION

Position: Habilitation Coordinator

Hours: Non-exempt, full-time 40 hours per week

Date Revised: 6/2017

QUALIFICATIONS

1. Bachelor's Degree in Human Services or related field and one years experience working with individuals with mental retardation or developmental disabilities.
2. Knowledge of and experience with OPWDD supports and services strongly preferred.
3. Experience recruiting and supervising staff, strongly preferred.
4. Superior attention to detail, essential.
5. Excellent organization, communication and computer skills, essential.
6. Excellent problem solving and conflict resolution skills, essential.
7. A strong commitment to integrating people with disabilities in all aspects of community life.

RESPONSIBILITIES

1. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations related to OPWDD Community Habilitation and Medicaid.
2. Screen, interview, train, schedule and directly supervise Direct Support Professionals.
3. Conduct a weekly review of timesheets, documentation, travel sheets, and activity sheets for Direct Support Professionals
4. Assist individuals applying for Community Habilitation services by completing and/or submitting applicable documentation including STIC's Community Habilitation Intake packet, DDP 1, DDP 2.
5. Assist individuals in developing Community Habilitation Plans, oversee their implementation, and attend six-month and annual ISP review meetings.
6. Monitor consumers' progress in the areas of productivity, inclusion, independence, socialization, community integration, recreational activities, daily living skills, etc. and assist in establishing contacts within the community to expand a consumer's opportunities.
7. Schedule and attend staff/consumer meet and greets.
8. Maintain minimum monthly communication with individual case load to ensure satisfaction with services, and respond appropriately.
9. Monitor the unit utilization rate for individuals on case load and make adjustments as necessary to ensure that units are being used effectively.
10. Establish and maintain a professional relationship with consumers, families and all departmental staff at all times.
11. Maintain program service records and documentation in accordance with applicable laws and regulations to ensure that they are complete and up to date and submit reports by the designated deadline. This includes, but is not limited to: Initial/Intake documentation, daily documentation, monthly documentation, Goal Plans, Individualized Service Plans.
12. Complete all mandatory training in accordance with STIC and OPWDD regulations, including First Aid, CPR, and an OPWDD approved intervention course as needed.
13. Address and report all incidents, abuse and/or accidents observed during the delivery of service to consumers, following both STIC and OPWDD guidelines/regulations.
14. Travel throughout multi-county service area as necessary.
15. Participate on an advocacy group within STIC. If appropriate and time permits serve on task forces, committees, etc. of local or statewide groups.
16. Act as a back up for all departmental positions, as needed.
17. Collect and input statistical and other data and prepare necessary reports in a timely manner.
18. Perform other Community Habilitation activities or related tasks as needed and time permits.
19. Attend mandatory sign language classes as scheduled.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, color, disability, religion, sexual orientation, gender, national origin, age, or veteran status.