



Southern Tier Independence Center JOB DESCRIPTION

Position: Habilitation Coordinator

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

Date Revised: April 2021

QUALIFICATIONS

1. Bachelor's Degree in Human Services or related field and one year of experience working with individuals with 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 Habilitation and Medicaid.
2. Screen, interview, train, schedule, evaluate and directly supervise Direct Support Professionals (DSP).
3. Conduct a daily review of timesheets, documentation, PTO requests and expense/mileage requests for Direct Support Professional in a web based timekeeping system.
4. Assist individuals applying for Habilitation services by completing and/or submitting applicable documentation including STIC's Habilitation Intake packet, DDP 1, DDP 2, & CHOICES paperwork.
5. Assist individuals in developing Staff Action Plans, oversee their implementation (including updates), and attend six-month and annual Life Plan meetings.
6. Monitor consumer's 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 DSP/consumer meet and greets.
8. Establish and maintain a professional relationship with consumers, families, interdepartmental staff, Senior Habilitation Coordinator(s) and Habilitation Director at all times.
9. 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, Staff Action Plans, Life Plans.
10. Complete all mandatory training in accordance with STIC and OPWDD regulations, including First Aid, CPR, and an OPWDD approved intervention course as needed.
11. Address and report all incidents, abuse and/or accidents observed during the delivery of service to consumers, following both STIC and OPWDD guidelines/regulations.
12. Travel throughout multi-county service area as necessary.
13. Participate on an advocacy group within STIC. If appropriate and time permits serve on task forces, committees, etc. of local or statewide groups.
14. Collect and input statistical and other data and prepare necessary reports in a timely manner.
15. Perform other Habilitation activities or related tasks as needed and time permits.
16. 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 age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.