

Southern Tier Independence Center
JOB DESCRIPTION

Position: Senior Habilitation Coordinator

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

Date Created: 4/2017

QUALIFICATIONS

1. Bachelor's Degree in Human Services or related field and one year of experience working with individuals with intellectual disabilities 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, decision making 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. Recruit, interview, train, schedule, directly supervise and evaluate the performance of Direct Support Professionals and Habilitation Coordinators.
3. Conduct a weekly review of timesheets, documentation, travel timesheets, and reimbursement sheets for Direct Support Professionals and within established timeframes for Habilitation Coordinators.
4. Conduct and/or participate in components of New Employee Orientation for DSPs.
5. Conduct monthly DSP staff meetings.
6. Conduct initial intake meetings and assist individuals applying for Habilitation services by completing and/or submitting applicable documentation including STIC's Habilitation Intake packet, DDP 1, and DDP 2.
7. Assist individuals in the development of and oversee implementation of Habilitation Plans, attend six-month and annual ISP review meetings.
8. Provide training and assistance to Habilitation Coordinators with the process of developing/writing Habilitation Plans.
9. 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.
10. Schedule and attend staff/consumer meet and greets.
11. Establish and maintain a professional relationship with consumers, families, co-workers and Habilitation Director at all times.
12. Ensure the completion of and maintain program service records and documentation in accordance with applicable laws, regulations and program requirements. Submit reports by the designated deadline. This includes, but is not limited to: Initial/Intake documentation, daily documentation, monthly documentation, Behavior Support Plans, Goal Plans, Individualized Service Plans.
13. Complete monthly consumer reports for assigned consumers in a timely manner.
14. Conduct/participate in outreach activities to inform the community about Habilitation services and the role of the DSP.
15. Complete all mandatory training in accordance with STIC and OPWDD regulations, including First Aid, CPR, and an OPWDD approved intervention course as needed.
16. Address and report all incidents, abuse and/or accidents observed during the delivery of service to consumers, following both STIC and OPWDD guidelines/regulations.
17. Travel throughout multi-county service area as necessary.
18. Attend all mandatory agency trainings, meetings, sign language class and advocacy groups.
19. Collect and input statistical and other data and prepare and submit reports as required.
20. Act as a backup for the Habilitation Director, and Habilitation Coordinators as needed.
21. Perform other Habilitation activities or related tasks as needed.

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, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.