

Southern Tier Independence Center  
Job Description

**Position:** TBI Regional Resource Development Specialist, Full Time

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

**Revised: 10/2016**

Qualifications:

1. Masters Degree, BA/BS Degree, AAS/AAA, or High School diploma with qualifying experience.
2. Demonstrated commitment to integrated community-based services for individuals with traumatic brain injury, their family members and other natural supports.
3. Skilled in assessing, identifying and addressing gaps in services.
4. Able to develop collaborative relationships with regionally based stakeholders, including local Departments of Social Services, other local government entities, providers, advocacy organizations and others necessary to assure a comprehensive coordinated approach to services for individuals with brain injuries.
5. Demonstrated expertise in brain injury and extensive familiarity with HCBS waivers.
6. Awareness and understanding of disability rights issues.
7. Excellent organization, communication, computer and writing skills.
8. Willingness and ability to work with diverse groups.
9. Valid driver's license and proof of insurance.
10. Strong belief in and commitment to integration of people with disabilities in all areas of life.
11. Willingness to learn sign language.

RESPONSIBILITIES

1. Extensive travel in a twelve county service area.
2. Serve as a source of information, resource and referral for consumers, providers and others.
3. Develop a network of community resources including governmental and Not-for-Profit agencies, organizations, etc.
4. Review, maintain, and approve all Waiver applications, supporting documentation and service plans.
5. Interview and conduct preliminary assessment of potential waiver participants to determine eligibility and appropriateness for the Waiver.
6. Maintain and monitor regional budgets to ensure compliance with DOH requirements.
7. Administer the TBI Housing Program in accordance with Housing guidelines.
8. Review and report all information regarding Serious Reportable Incidents in accordance with DOH guidelines.
9. Provide technical assistance to participants, family members, providers, other RRDS, community agencies, the state and others as requested.
10. Oversee and monitor the quality and performance of providers in the region.
11. Attend quarterly meetings in Albany and other such meetings and trainings required by DOH as required.
12. Identify, recruit and/or train potential or existing TBI Waiver providers in the service area.
13. Collect and maintain statistical and other data, and prepare and submit reports to DOH in a timely manner.
14. Collect and maintain accurate comprehensive statistical and other data in accordance with STIC's policies and procedures and submit required reports/forms in a timely manner.
15. Must maintain confidentiality regarding consumers and any materials related to them in files, mail, faxes, emails, etc.
16. Complete internal and external quality assurance reviews consistent with NYSDOH protocols.
17. Work collaboratively with Survey, Audit, and other NYS enforcement entities to ensure provider compliance with waiver standards.
18. Respond to complaints and track outcomes.
19. Ensure execution of protocols established to support participants right to due process and Fair Hearing responsibilities.

20. Other Roles and Responsibilities as Defined by STIC, DOH and Supported by the RRDC's Contract with DOH.

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, carrier status or criminal record.