



Southern Tier Independence Center

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Position Title	Self-Direction Specialist	HR USE ONLY	
Date Issued	October 4, 2024	Hours Per Week/ Status	35 hours/week, Full-Time
Date Revised		Hourly Rate	\$19.00
Reports to	Director of OPWDD Services	FSLA Status	Non-Exempt
Department	Self-Direction	Location	Binghamton Office

Summary

The Self-Direction Specialist works closely with Office of People with Developmental Disabilities (OPWDD)-eligible individuals, their families, and their Circle of Support team. They provide quality assurance and administrative support related to Self-Direction services. Additionally, the Self-Direction Specialist works collaboratively with the Self-Direction services team, and STIC's FI (Fiscal Intermediary) Director to ensure that a high-quality, person-centered program is provided to all individuals served.

Education and Experience

- Associates Degree in Human Services or related field
- Experience working with individuals with Intellectual and Developmental Disabilities (I/DD) and their families.

Knowledge, Skills, and Abilities

- Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
- Demonstrate professional work habits including dependability, time management, independence and responsibility
- Ability to communicate effectively, both orally and in writing.
- Knowledge of ethical and professional responsibilities and boundaries
- Must be detail oriented and have the ability to multi-task.
- Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
- Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
- Valid Driver's License and reliable vehicle.

Essential Job Functions

- Conduct intakes for new participants of STIC's OPWDD Fiscal Intermediary services
- Review all service documentation for accuracy, completeness, and compliance. This will include all billing documentation for each individual and broker.
- Participate in team, circle-of-support, annual and semi-annual Life Plan meetings to discuss issues related to self-directed staffing and/or supports and budget expenditures as appropriate.
- Ensure that current budgets, invoices, and Staff Action Plans for individuals receiving services are developed, dispersed and filed per agency standard and OPWDD rules and regulations.

- Act as liaison between consumer/advocate and broker as well as the Care Manager to facilitate
- Work with individuals to create and manage self-direction budgets, ensuring appropriate allocation of funds for services, staffing, and other supports. Monitor and review budget utilization to ensure financial compliance and proper use of self-directed funds.
- Assist individuals with the recruitment, hiring, training, and supervision of their Self-Hired Staff (SHS).
- Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
- Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
- Collect and maintain all required statistical and other data and prepare reports within established timeframes.
- Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
- Perform all other duties relevant to the position as requested.

Physical Requirements/Working Conditions

- Ability to sit/stand throughout day to accomplish job
- Ability to reach above shoulder level
- Ability to turn/twist upper body
- Ability to enter data, notes, and other documentation into a computer.
- Must be able to travel throughout Broome, Tioga and Chenango counties, as needed.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

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: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____