

**The Arc Caddo-Bossier
Community Homes
Job Description**

POSITION: Community Home Program Manager/Qualified Intellectual Disabilities Professional (QIDP)

PREREQUISITES:

1. Bachelor's degree in a human service field.
2. One year experience working in the developmental disability field.
3. One year of recent supervisory experience of four or more individuals.
4. At least 25 years or older.
5. Have QDDP status or be eligible for the status.
6. Have a valid Louisiana driver's license.
7. Acceptable motor vehicle report.
8. Own or have access to a vehicle this is properly inspected and insured.
9. Certified CPR/First Aid. (Must be obtained prior to employment).

POSITION FUNCTION: To assure that the program is in compliance with all current state and federal guidelines and standards. The Community Home Program Manager is responsible for quality assurance, civil rights, advocacy and the delivery of all needed services to the individuals in his or her caseload.

SPECIFIC DUTIES:

1. Takes significant amount of time and personal interest in each person in his/her caseload. Should make visits to the community home at least one time a week and as deemed necessary.
2. Cooperates and coordinates with The Arc Caddo-Bossier's other facilities, outside consultant agencies, and community resources which are concerned with the members of the assigned caseload. To include but not be limited to social services department, office personnel, school professionals, employer, parents, neighbors, etc.
3. Communicates with family members at least monthly. Maintains positive relationships with families.
4. Responsible for giving direct care staff annual training as required by Title XIX. Also assist in getting any other training that is needed.
5. Prepares reports for all Title XIX compliance, e.g. monthly reports, social summaries, evaluations, current program plans, data sheets, medical information, critical incident reports, etc., in a timely fashion and maintains a comprehensive case file. (Be able to do minimal typing and some computer experience).

6. Gathers data, organizes, writes and implements each IPP/IEP in a timely fashion.
7. Organizes mini ID team meetings for updating and revising IPP/IEP, as needed in a timely fashion. Serves as an active member on an IEP team when applicable.
8. Serves as a member on Admissions/Discharge Committees when it concerns his or her resident/residents.
9. Serves as a member on the Specially Constituted Committee (SCC) and/or the Human Rights Committee.
10. Be able to lift 35 to 40 lbs. without problems.
11. Coordinates with the house manager to assure that all staff members are able to implement each resident's individual program plan.
12. Coordinates with the house manager to ensure and develop all levels of care including but not limited to social, financial and daily living skills including access to community based opportunities.
13. Schedules and meets with each team of direct care staff at least weekly in the home.
14. Responsible for reviewing incident and injury reports and assisting in properly taking care of any problems in a timely fashion, including reporting of critical incidents as required by Title XIX regulations. To also include but not be limited to medication errors, scheduling, training, compliance, maintenance, and finances.
15. Responsible for creating and maintaining a harmonious, cooperative and enthusiastic relationship among all staff and residents.
16. Serve on the On-Call roster for the Division if necessary.
17. Any other duties deemed necessary by the supervisor.

SUPERVISORY RESPONSIBILITIES: None

REPORTS TO: Community Home Program Supervisor (QDDP Supervisor)

****PERSONALLY-OWNED VEHICLE USE IS AUTHORIZED FOR THIS POSITION WHEN APPROVED BY SUPERVISOR.**

SIGNATURE

DATE

PRINTED NAME