



Creating Opportunities // Supporting Success

April 2009

QMRP- Community Living/SGL

QUALIFICATIONS: Minimum of Bachelor's degree in Behavioral Sciences or other human service area, preferably with specialization in behavioral and residential programming. Ability to work with people a must. Individual must have at least one year working experience with people with disabilities. Must have a valid Indiana drivers license. Ability to complete high school math, read and write. Able to actively listen, provide active treatment programming skills, leadership skills, organizational skills are beneficial and basic computer skills including but not limited to sending and receiving e-mail, accessing web page, entering basic data and common use applications.

RESPONSIBLE TO: SGL/Community Living Manager and Director of Community Services

GENERAL DUTIES: Ensure that ongoing active treatment and programmatic needs are met for all consumers involving caseload, including interdisciplinary team process. Aggressively monitor and supervise all consumers' habilitation plan goals and assessment recommendations on an ongoing basis. QMRP services will be delivered to consumers who participate in program services primarily, but not limited to, ICF/MR and Medicaid Waiver.

ESSENTIAL FUNCTIONS:

1. Serve as intake coordinator for all new referrals in assigned areas.
2. Provide all necessary enrollment forms regarding new admissions to assigned program areas and establish and monitor master files for all assigned consumers.
3. Schedule and chair all appropriate case conferences and ensure that they are held in a timely manner relating to assigned program area.
4. Serve as liaison to all appropriate outside human service agency contact, including the Bureau Developmental Disabilities Services, other residential providers and other affiliated agencies.
5. Ensure the obtainment of appropriate annual diagnostic and evaluation reports on an annual basis.
6. Coordinate ongoing delivery of active treatment to assigned consumers with all associated Coordinators and Direct Support Professionals through the training on goals and objectives and the observation of direct care staff in the ICF/MR homes and waiver sites.
7. Ensures that all reportable incidents are reported via the state incident reporting process.
8. In conjunction with appropriate staff write, monitor, and train staff in Behavior Support Plans.

SPECIFIC DUTIES:

1. Complete, and distribute appropriately, all required paperwork in a timely fashion.
2. Review and update consumer progress needs on an ongoing basis primarily through monthly review meetings.

1416 Woodlawn Avenue
Logansport, IN 46947
(574) 753-4104 or (574) 753-9861

www.peakcommunity.com

1104 South US Highway 35
Winamac, IN 46996
(574) 946-6188 or (574) 946-6189

Certified by CARF for Employment
& Community Services



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3. Provide documentation of all consumer needs in narrative form relating to annualized functional assessment for assigned consumers and provide monthly or more frequent update information in written form for all assigned consumer files.
4. Interpret assessment materials and ongoing activities and make revisions and changes as necessary to reflect appropriate level of active treatment for assigned consumers.
5. Ensure documentation of all behavioral issues and date involving caseload in a timely manner.
6. Serve as liaison with other professionals when appropriate regarding caseload issues.
7. Regularly review and document review of consumer rights with adult consumers and document their level of understanding on an annualized basis.
8. Serve as an advocate on behalf of all assigned consumers and/or families.
9. Conduct individual or group counseling sessions with assigned caseload, as needed.
10. Regularly review regulation standards regarding QMRP responsibilities for appropriate program services primarily, but not limited to, Medicaid Waiver and ICF/MR
11. Participate in State and Federal survey processes, as required.
12. Crisis intervention, as required.
13. Assume other duties that are assigned that are related to above.

Employee's Signature

Date

Employee's Printed Name

Employee #

