

STATE OF NEBRASKA CLASS SPECIFICATION
DEVELOPMENTAL DISABILITIES
COMMUNITY COORDINATOR SPECIALIST

EST: 05/12 - REV: 07/14
CLASS CODE: C72841

DESCRIPTION: Under general supervision, develops, coordinates and facilitates the transition process of individuals with developmental disabilities, who may or may not have complex medical or behavioral needs, from an ICF/DD, Nursing Facility, to community based services, or coordinates services for children with intellectual disabilities who are state-wards or for individuals who are ordered to the Department via DD Court Ordered Custody. Transitions to the least restrictive environment for individuals covered by the Settlement Agreement with the Department of Justice (DOJ) and service plans for state wards or individuals ordered to the Department. Duties include, but are not limited to: assessment and eligibility determination; development and coordination of Individual Program Plans, Individual Family Support Plans, and Annual Support Plans for Person Centered Planning; referrals; monitoring provision of services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this classification are responsible to coordinate and oversee the transition of individuals into the community through assessment, service plan development, referral, and monitoring activities. This class is distinguished from the Developmental Disabilities Service Coordinator class by the level of responsibility, intensity in survey process by DOJ team, work hours, frequency and detail of monitoring, scope of work duties, knowledge of medical/behavioral conditions, required notification and intervention of provider non-compliance, compliance with DOJ Settlement Agreement and court orders, and breadth and depth of monitoring and reporting.

This class is distinguished from the Aged and Disabled Waiver Services Coordinator class by the focus on services for persons and programs relating to intellectual or other developmental disabilities, not including services covered by the Aged and Disabled Medicaid Waiver for children through age seventeen with disabilities. The Aged and Disabled Waiver Services Coordinator focuses on services for children through age seventeen with disabilities covered by that specific Medicaid Waiver.

Requires extensive 10-12 weeks of field training including 6-8 weeks of side-by-side training with one or more mentors.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, coordinates and facilitates the transition plan for individuals in ICF/DD, Nursing Facilities, and in the community setting to specify the protections, supports, and services that individuals need to safely and successfully transition to the least restrictive environment.

Assesses persons desiring service(s) including the following: conducts interview with the individual and legal representative (if exists); completes appropriate screening process to determine needs and arranges assessments of persons desiring services; analyzes assessments to determine needs or unmet needs; obtains and confirms information to determine eligibility; gathers information from other sources to determine amount and types of services provision including activities that focus on needs identification; determines the needs for medical, behavioral, educational, social, vocational, or other services; takes individual history to document life events; completes related documentation.

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Documents informed consent and choice of individual and legal representative (if exists), on individual program plan format approved by DHHS/DD based on assessment information and the choice of the individual and their families/guardians including: coordinating the development of the Individual Program Plan, Individual Family Support Plan or the Annual Supports Plan in conjunction with the individual, family, guardians, and service providers for Person Centered planning in specialized and non-specialized service setting.

Documents in the Service Plan the goals of services to be provided to the individual and actions to address the habilitation, medical/behavioral, social, vocational, educational, and other services needed, including activities such as ensuring the active participation of the individual and working with the individual, guardians, and others to develop such goals and identify a course of action to respond to the assessed needs of the individual.

Investigates complaints to determine relevancy, reports identified deficiency by service providers to APS or appropriate agency and tracks the number of reports by provider; meets with provider to assist in plan of correction to address deficiency; follows up on actions for correction by providers to ensure plan is implemented.

Attends meetings; monitors provider activities to ensure recommendations are followed.

Makes referrals and coordinates related activities to help an individual obtain needed habilitation services, medical, social, vocational, Physical and Occupational services, educational providers, or other programs and services. Makes referrals to providers for needed services and schedule appointments for the individual.

Facilitates individual family meetings, individual planning meetings and transition meetings to plan, evaluate and implement appropriate and adequate services.

Monitors location of members on a frequent basis to ensure individuals are receiving services in the places identified in their IPP, and that those locations continue to meet the needs identified in the IPP (particularly with regard to accessibility, safety, and adequate staffing and oversight).

Completes on site specialized monitoring on an individualized basis within designated timeframes and follow-up activities with the individual, family members, providers, or other entities to ensure that the service plan is effectively implemented and adequately addresses the needs of the individual, and whether there are changes in the needs or status of the individual that warrant making necessary adjustments in the service plan and service arrangements with providers. Forwards any issues/concerns to appropriate agency Division staff for follow-up and technical assistance. Monitors provider services on a weekly, bi-weekly, monthly, and annual basis to ensure terms of contract for service are met.

Serves as liaison for the individual and family with service providers, legal entities, courts, and the local community.

Attends team meetings and special training associated with special needs.

Attends Juvenile Court, vulnerable adult hearings, or DD Court Custody cases to provide case plan and court reports along with testimony when required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: current practices in the field of community-based services for persons with intellectual disabilities and other services for persons with developmental disabilities; person-centered program planning; basic medical terminology; the principles of normalization; provision of habilitation services; positive behavioral support techniques; State, Federal, and local resources, statutes and regulations pertaining to delivery of services for individuals with developmental disabilities.

Ability to: assess the needs of persons with intellectual or other developmental disabilities; evaluate assessments; determine eligibility of individuals; develop and assess individual program plans and individual family support plans; adjust services as needed; mobilize resources to meet individual needs; interact and communicate with federal surveyors, other regulatory bodies and others in person via telephone, electronically, and written correspondence to exchange information and to respond to information requests; report non-compliance to appropriate agencies; develop working relationships with individuals with intellectual or developmental disabilities, their families and guardians, interdisciplinary team members, agency representatives, and individuals or advocacy groups; analyze behavioral data; conduct formal assessments; monitor services provided; apply agency and program rules, policies, and procedures; think critically; organize, prioritize, evaluate, and address program/operational data.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree and professional experience in: education, psychology, social work, sociology, human services, or a related field **and** experience within a specialized developmental disabilities service system in delivery of habilitation and/or case management services.

LEGAL REQUIREMENTS:

N/A

SPECIAL NOTES:

Specific positions in this class may require the incumbents to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel, such as transportation for clients.

Some positions may require successful completion of in-service training for court related job duties (not sure if this is needed).

Frequent regular day and/or overnight travel is required of incumbents of this job class.

May work irregular hours to accomplish workload.

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.