

DESCRIPTION: Under general supervision, this class performs professional work in which incumbents coordinate, facilitate, and follow up on individual active treatment programs and services for developmentally disabled individuals at designated homes at the Beatrice State Developmental Center. Facilitates interdisciplinary team meetings in the development, review, discussion and modification of individual treatment plans. Responsibilities include ensuring that the individuals served receive training and support to enable them to be more independent in activities of daily living, including work, gaining and maintaining significant relationships, making choices and ensuring their rights as a citizen. Secures and directs services for each individual, ensuring quality and consistency of services in a safe environment; performs related work as assigned.

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

This class is distinguished from the ICF/DD Home Manager class by absence of supervising direct care staff. This class is also responsible for developing, coordinating and monitoring all aspects of active treatment and maintains a caseload and required documentation. Although this class supports the ICF/DD Home Manager, this focus of this class is not supervision; rather the focus is on ensuring Title XIX documentation compliance for the assigned living unit.

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.)

Schedules, coordinates, and leads the development of the individual program plan, monitors/assesses plan to ensure timelines and goals and objectives are being met. Addresses persons served needs and problems with the interdisciplinary treatment (IDT) team. Ensures psychological, behavioral, developmental and physical needs of individuals are being met through active treatment, and that legal rights are protected.

Reviews and approves individual treatment programs to ensure each person receives comprehensive and integrated treatment services. Monitors progress and quality of programs by analyzing program data, progress summaries, and treatment records, observing programming sessions and conferring with living unit staff and treatment staff.

Conducts and documents, quarterly, annual and special interdisciplinary team reviews of each individuals' assigned training programs and service needs, directing revisions and taking action to ensure timely provision of prescribed services and progress towards goals and objectives. Shares information with the IDT members on a regular basis.

Communicates treatment team decisions and plans to living unit staff in order to implement new or revised treatment programs. Instructs employees in formally organized in-service training programs.

Coordinates the design, implementation and evaluation of the home's services, ensuring quality, consistency, and effectiveness in meeting the individual's needs and/or preferences and compliance with state/federal regulations.

Coordinates implementation of the individual program plan to ensure provision of active treatment to clients and compliance with State/Federal standards and regulations.

H76220 – INTERDISCIPLINARY TEAM LEADER/QDDP (continued)

Evaluates and upgrades the provisions of active treatment for each client through audits, daily interactions and visits with individuals, reviews of activity schedules, and direct observations.

Investigates, schedules, chairs and documents the proceedings and action plans of team meetings within 24 hours of a critical incident.

Ensures preservation of the individual's human and legal rights through monitoring of services, review of team members to utilize the least restrictive/intrusive measures, and communicating and collaborating with various disciplines.

Writes reports in order to document provision of treatment services for the assigned home by collecting and reviewing programming data, assessments of treatment progress, and team recommendations, and by summarizing records in accordance with prescribed reporting standards.

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

Knowledge of: DD treatment principles, policies and practices, instructional procedures and techniques, and the development, review, and modification of individual active treatment plans.

Ability to: Coordinate multi-disciplinary activities, evaluate and modify treatment services, develop and implement active treatment habilitative plans, effectively advocate on behalf of persons served and communicate effectively, analyze situations and promote problem solving.

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 in a human service field that meets the qualifications for a Qualified Developmental Disability Professional as defined by the Regulations of Title XIX Standard 483.430 and one year of experience working directly with persons with intellectual or other developmental disabilities.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Bachelor's degree from a college or university in the human services field, as defined in the Title XIX Standards 483.430(b) (5) (x) 583.430 (a) (3) (I) (ii) 483.40 (B) (i ix), which includes the:

- a) Study of human behavior (e.g. psychology, sociology, speech, communication, gerontology, etc.)
- b) Human skill development (e.g. education, counseling, special education, human development, etc.)
- c) Humans and their cultural behavior (e.g. anthropology).
- d) Any other field of study of services related to basic human care or the human condition (e.g. rehabilitation, counseling, literature, the arts, etc.), and has at least one year of experience working directly with persons with intellectual or other developmental disabilities.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).