

DESCRIPTION: Under limited supervision, supervises Disability Services Specialists who determine the level of funding supports, eligibility for developmental disability services, eligibility for Medicaid Home and Community-Based Services Waivers for individuals with intellectual or other developmental disabilities. Incumbents will provide technical assistance and training to Disability Services Specialists regarding policies and procedures for performing assessments, determining eligibility and conducting informal dispute resolution meetings or appeal hearings. Assist supervisor with gathering data for required reports or with preparing waiver applications and amendments. Incumbents may perform same duties as the employees supervised; 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.)

This classification is responsible to supervise Disability Services Specialists who determine applicants' eligibility for developmental disability services, eligibility for Medicaid Home and Community-Based Waivers, and level of funding supports. This classification differs from the Developmental Disabilities Service Coordination Supervisor class in that they are not responsible for supervision of case management and coordination of the delivery of services.

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.)

Supervises and evaluates the work of Disability Services Specialists and support staff members by effectively recommending personnel actions related to selection, work schedules and assignments, performance, leave requests, grievances, and disciplinary procedures.

Provides technical assistance and training to Disability Services Specialists in completing the Inventory for Clients and Agency Planning (ICAP) and assessment interviews for the Scales of Independent Behavior – Revised (SIB-R); conduct periodic audits to ensure accurate completion.

Monitors the Informal Dispute Resolution process to assure an individual's due process related to Developmental Disability eligibility decisions and funding amounts by facilitating meetings and providing technical assistance and support to the Disability Services Specialists.

Assists with the preparation of waiver amendments and waiver applications.

Provide content expert information to internal and external partners on Developmental Disability and CMS waivers in regard to waiver eligibility, interpretation of regulations, Service Coordinator and Disability Services Specialist policies and procedures.

Develop and monitor compliance processes and related data tracking systems for waiver eligibility, Developmental Disability eligibility, and individuals' due process rights; provide training and guidance to staff within the division.

Determines Intermediate Care Facility/Developmental Disabilities (ICF/DD) level of care based on habilitative needs, functional limitation, medical needs, plan of care, active treatment, and behavioral factors to identify functional needs and authorize Medicaid payment for Medicaid Home and Community-Based Waiver services.

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

Knowledge of: current practices in the field of community-based developmental disabilities services, including: program planning, disability law, medications, the theory of normalization, and provision of habilitation services; Nebraska's Home and Community-Based Waiver; client appeal/due process mechanism; general computer systems and operations.

Skill in: presenting information and providing technical assistance/directions to agency representatives, service providers, department staff, and other professions; presenting information to consumers; requesting information from service providers and other state agencies; team building and conducting team meetings; interviewing techniques; assessing client and family strengths and needs; working with families with special needs.

Ability to: train and oversee the work of professional and clerical staff; assess needs of clients with developmental disabilities; communicate effectively to exchange information and resources to meet client needs; develop working relationships with individuals with intellectual or other developmental disabilities, their families, review team members, community professionals, program directors, agency representatives, and other groups or individuals with interests in developmental disabilities; assess pre-admission evaluation plans to determine level of care; assess service plans for persons with intellectual or other developmental disabilities; consult with and provide technical assistance to clients, families, providers, and agency representatives; operate and update computer tracking systems; interpret and apply agency and program rules, policies, and procedures; organize and evaluate 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. Experience leading, coordinating, directing, monitoring and/or supervising others.

SPECIAL NOTES:

Specific positions in this class may require an employee 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.

Overnight travel may be required.

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).