

	Position Description: Developmental Services Support Specialist	
	Department: Developmental Services	Position Created:
	Services:	
	Unit:	
Employee Name: Supervisor: Developmental Services Supervisor	Effective Date: 02/05/2018	Position Number: P3002
Position Classification: Caseworker 3	Employment Status Code: Full-Time	Last Reviewed/Update Date:
MCR Code: P3002	FLSA Code: Non-Exempt	Approval:

SUMMARY

This is a full-time non-exempt position that is responsible for completing the intake, registration and eligibility assessments for individuals birth through adulthood, with a diagnosis of intellectual disability, autism spectrum disorder and developmental disabilities 0 to 8 years of age. This role will also locate and maintain community resources and can provide guidance on these resources with individuals and families at the time of intake. These services will be provided to individuals and their families who live in or receive services in Westmoreland County. All services will be based on the philosophies and concepts of Positive Approaches, Everyday Lives and Supporting families throughout the Lifespan. Primary work hours will be Monday through Friday, 8:30 am to 4:30 pm with a 1/2 hour lunch (37.5/week) unless otherwise agreed upon.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following, (other duties may be assigned as deemed necessary by management):

Compliance:

Adheres to RIHS, county, state, and federal regulations governing Developmental Services. Attends specially designed training programs provided through RIHS, county, state, and federal agencies.

Advocacy Activities:

This position will help consumers and their family navigate the system, removing barriers and creating options for resolving problems when necessary. They will work to ensure consumers receive appropriate resources, information and referral when requested.

Intake and Referral Coordination:

Receives all information and referral requests for individuals who live in Westmoreland County and are seeking services coordinated through Westmoreland County's Developmental Services Program, birth through adulthood. This position must schedule all referrals as required to conduct initial registration to determine eligibility; diagnosis of intellectual disability, autism spectrum disorder or developmental disabilities 0 to 8 years of age. This will be done by obtaining releases to secure all permanent and diagnostic records from outside agencies; schedule psychological testing if needed; prepare social history along with LifeCourse Framework tools; compile all documents required to include in a medical record; offer Medical Assistance and assist with paper or on-line application if needed.

Management of Resources:

Assist DS Support Supervisor in managing existing community resources and providing guidance on resources with the targeted populations and the community at large. Provide information on Everyday Lives and Supporting Families Throughout the Lifespan principles. Responsible to identify and maintain news page on the agency website. This site to include useful information relating to specific service programs, events and links to resources.

Assessments:

Maintain access and knowledge of the Support Intensity Scale (SIS) and PA Plus assessments to be able to complete the annual waiver reassessments using the designated tool. Obtain training on administration and scoring of a standardized assessment of adaptive functioning tool and maintain adequate knowledge to safeguard accurate results. Ability to read and interpret standardized diagnostic and general intelligence testing. Ability to engage discussion with the psychologist about collected records when diagnosis clarification is being determined. Maintain regulatory knowledge and ability to complete Level of Care determinations to establish waiver eligibility and continued eligibility.

Qualified Developmental Disability Professional (QDDP):

Act as the agency's QDDP and take responsibility for all related activities which include Waiver Reassessment and Service Delivery Preference.

Home and Community Services Information System (HCSIS):

Possess necessary computer skills to successfully navigate the web based system. Responsible for completing the registration information and eligibility sections in HCSIS. Responsible to document all work activity including contracts and meetings for each eligible individual.

Data Base/Record Keeping:

Responsible for the maintenance and update to consumer information system as needed and required. Maintain documentation for compliance with regulations. Efficiently complete paperwork and other program related materials.

Professional/Technical Responsibilities:

Extensive knowledge of the BH/IDD service system; IDD and accepted methods of intervention; ability to prioritize work and meet deadlines; ability to establish and maintain effective working relationships with referrals, families, SCO, AE, psychologist, service providers and regulatory bodies. It will also participate in quarterly peer reviews of reportable incidents and maintain certification as required.

Other Duties:

This position may be required to perform other duties as assigned by the supervisor or management staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree (BA/BS) in Social Service or related field, with minimum of 2 years in BH/DS services or case management preferred. Knowledge of Developmental Services provider network and community resource system. Excellent communication, time management and computer skills.

Language Skills:

Strong interpersonal skills, effective oral and written communication skills. Ability to prepare clear, concise reports. Working knowledge of computer software that includes databases, spreadsheets and word processing for tracking information and preparing reports, letters and forms. Effectively present information, and respond to questions from consumers, families, agency, county, and state representatives.

Certificates, Licenses, Registrations:

Valid PA driver's license, Proof of valid Auto Insurance, ACT 33 (Child Abuse), ACT 34 (Criminal Record) and FBI Clearance. There will be monthly screenings of PA Medichex List, LEIE and EPLS.

Physical/Mental Demands:

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, sit, stand, walk, bend and lift objects of up to 10 pounds. The employee regularly uses a computer, phone, fax, copier and other essential office equipment to carry out daily work assignments.

Work Environment:

While performing the duties of this job, the employee regularly works in an office environment. The employee may be required to work outside the office environment in relation to needs of the providers, consumers and/or regulating agencies. Exposure to outside weather conditions will exist. The noise level in the work environment is usually moderate.

Reasonable Accommodation:

It is RIHS's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with disabilities.

This position description is not an employment agreement or contract, but rather a description of the expectations of job duties and responsibilities as assigned to this position. Management has the exclusive right to alter the scope of work within the framework of this position description and the position classification, at any time without prior notice.

This job description accurately reflects the duties and responsibilities of this position and assignment to the appropriate position classification.

Board Designee Signature: _____ Date: _____

The employee's signature below validates that the employee understands this job description and accepts responsibility for all job duties and responsibilities indicated for this position. The Supervisor's signature below validates presentation of the job description to the employee on the date indicated.

Employee Signature: _____ Date: _____

Employee Printed Name _____

Supervisor Signature _____ Date: _____