

## **PROGRAM MANAGER- IDD AUTHORITY SERVICES TEAM LEADER**

### **Location**

League City

### **Credentials**

Requires bachelor's degree from an accredited college or university with a major in social, behavioral, health or human services and general knowledge of IDD services and resources. Minimum one year experience as IDD Service Coordinator. Preferred: general knowledge of IDD, good interpersonal skills, good written and verbal communication skills, knowledge of the social service network, good time management/organizational skills

### **Job Description**

The IDD waiver team leader reviews and monitors services and contract requirements as performed by an assigned number of HCS, TxHmL and General Revenue service coordinators. The team leader assists the program director with data, reports and audits on service coordinator performance for required documentation and productivity. The team leader uses data reports to monitor and improve their service coordinators performance for Person Developed Plans, annual paperwork and IPCs. The team leader completes audits and reports to monitor whether assigned service coordinators are completing monthly or quarterly service coordination services according to their customers' assessed needs. The team leader provides training and technical assistance to assigned service coordinators when service or documentation deficiencies are discovered. The team leader provides service coordination services for a limited caseload of adults and children with Intellectual and Developmental Disabilities as needed.

### **Salary Amount**

\$36,000-\$41,400 annually depending on experience

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