

APRIL 26, 2016

Job Announcement

INTERNAL POSTING ONLY

Please be advised that an opening exists in the following job classification, to be filled immediately. Job descriptions and standards of performance may be reviewed in the Personnel Office.

<u>POSITION:</u>	PROGRAM SUPERVISOR II/IDD DIVERSION COORDINATOR
Working Unit:	IDD Case Management
Hours:	8:00 a.m. to 5:00 p.m. Monday thru Friday (flexible)
Salary:	\$16.8013 hourly
Position #	2810

GENERAL DESCRIPTION

Under the moderate supervision of the Chief IDD Authority services and with considerable latitude for initiative and independent judgment, the Diversion Coordinator identifies and arranges community services to divert individuals with intellectual and/or development disabilities and/or mental health from nursing facilities. These services include, but are not limited to, assessing the need, obtaining and coordinating services for individuals with mental illness, intellectual and/or developmental disability within the nursing facility setting. Primary responsibilities include completion of PASRR evaluations, provide/arrange educational/informational activities facilitating transition planning and monitoring transition to alternate placement. Work requires supervision of staff and contact with individuals served, families, and service providers. Work schedule requires use of Center vehicle. A flexible work schedule is required.

EDUCATION, LICENSES/CERTIFICATION, AND EXPERIENCE

Bachelor or Master Degree from an accredited college or university with a major in psychology, social Diversions, or related field. Social Work license and experience working with people with disabilities is preferred. Must meet the QIDP (Qualified Intellectual Disability Professional), QDDP (Qualified Developmental Disability Professional) and QMHP (Qualified Mental Health Professional) requirements.

Experience/knowledge/Skills:

- 1) Must have valid driver's license, and meet the requirements of the Center policy and procedure for the operation of a Center vehicle safely.
- 2) Must pass all required staff development training.
- 3) Interpersonal skills for positive interaction with individuals.
- 4) Ability to communicate effectively verbally and in writing.
- 5) Knowledge of mental health, mental retardation, Medicaid and CFLR standards.
- 6) Must have interviewing and assessment skills.
- 7) Knowledge and skills for suicide assessment and crisis intervention.
- 8) Be able to recognize signs and symptoms of mental and physical illness.
- 9) Possess ability to work effectively with people with different disabilities.
- 10) Have working knowledge of medications and have the ability to recognize side effects of medications.
- 11) Have knowledge of documentation requirements.
- 12) Knowledge of resources available within the community and state.
- 13) Have the ability to work independently and under stressful conditions.
- 14) Ability to organize workload and manage time effectively.
- 15) Must possess fundamental computer skills, which enable incumbent to enter and retrieve data from the system.
- 16) Incumbent will be working closely with consumers and must be able to lift in excess of 55 pounds.
- 17) The work environment is such as to require sitting, walking, lifting, bending, and the full range of physical and mental activities normally associated with caregiving.

The Center for Life Resources prefers applicants who are already living in or are willing to move to the 7 county catchment area within 90 days of their hire date. Our catchment area includes the counties of Brown, Eastland, Coleman, Comanche, San Saba, Mills and McCulloch.

Any employee desiring to transfer into this position must complete an In-House Employment Application and submit it to the Personnel Office. This position will close at 5pm on Friday, April 29, 2016.

Cc: Departmental Supervisors
Out-county offices

HR Officer