

**JOB DESCRIPTION # 36**

**TITLE:** Direct Support Professional

**FUNCTIONAL TITLE:** Community Supports Director / Home Care Case Managers

**JOB CATEGORY:** Family Support Staff

**REPORTS TO:** Area Director

**BASIC FUNCTIONS:** To oversee and monitor the Coordination of Home Care supports in assigned area. To assure compliance with State, Federal and other regulatory agencies. To work in cooperation with the team members, funding sources, families and contracted Home Care Providers.

**SCOPE:** This position is responsible for the day- to-day operations of Home Care supports in assigned program area, with the goal of providing quality care and physical well being of individuals within the Seven Hills Family Services, Inc. To provide support, technical assist and mentoring to Senior Support Advocates. To serve Seven Hills Family Services, Inc., Inc as a Frontline Supervisor Team Member.

**QUALIFICATIONS:** BA preferred or related field with two (2) years experience working with individuals with disabilities. First Aid, CPR and HRO certified. Valid Driver's License required.

**SCHEDULE:** This is a full time position with hours to be scheduled as programmatic needs dictate. Schedule to be developed and maintained by Area Director.

**RESPONSIBILITIES/OBJECTIVES:**

**Administrative:**

- To provide case management services and coordinate all related support services in relation to needs of identified individuals.
- To oversee the pre-placement process of Home Care Providers, to include: recruitment, screening and interviewing of potential providers/ complete intakes for individuals referred to Home Care, including the completion of all required Family Tracs documentation.
- To maintain accurate and up to date records relative to consumers and providers in all Home Care supports in assigned area.
- Facilitate and schedule meetings of funding agencies, family members and clinical team members as needed.
- To lead by example, direct and motivate Seven Hills Family Services staff and volunteers in the accomplishment of the successful achievement of Performance Based Objectives and project outcomes.

- Maintains a high level of personal presence and accessibility in program areas relevant to the management of assigned programs.
- Responsible for the daily operation of assigned program in accordance with all policies and procedures set forth by Seven Hills Family Services, Seven Hills Foundation, and all federal and/or state licensing agency regulations which Seven Hills Family Services is required to follow.

**Budgetary**

- To oversee contract usage including Home Care Support for all Home Care Support in assigned area.
- In conjunction with Area Director, to clearly identify yearly allocations with funding sources for individuals supported and to maintain accurate unit/dollars usage.

**Training / CQI:**

- To coordinate and ensure that all Home Care Providers are properly trained and oversee ongoing training occurs as deemed by the individuals served.
- To serve as an active member of TAR Committee.
- To attend specific job related trainings as required.
- To maintain current certifications as required.

**Communication:**

- To meet regularly with the Area Director and provide monthly data regarding the Home Care program.
- To visit each Home Care Provider as deemed appropriate.
- To uphold the Seven Hills Family Services of returning all correspondence to individuals, family members and funding sources, within twenty-four (24) hours.

**Quality Enhancement:**

- To assure through surveys/visits that each individual is receiving appropriate supports.
- Responsible for the development and implementation of weekly program activities, including the development and implementation of Person Centered Planning.
- Facilitate and schedule meetings with funding agencies, family members and the clinical team members as needed.
- To coordinate and assure compliance of Quality of Life Areas as outlined by OUTCOMES to include; People are valued, Peoples rights are affirmed, Peoples rights are protected, People are understood, People make choices in their everyday lives, People are the primary decision makers in their lives, People accomplish their goals, People have autonomy, People grow through life experiences, People are safe, People are free from harm, People maintain good health and Peoples funds are safeguarded.
- To maintain positive outcome survey results, minimum of “Very Good”, including individual, family and third party for all assigned support areas.

**Other:**

- To perform other duties as required or directed.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To treat individuals receiving supports with respect and dignity and maintain confidentiality and integrity at all times.
- To foster an environment which promotes responsibility, cooperation, consideration and hospitality.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

**PHYSICAL REQUIREMENTS:** Ability to drive. Ability to lift 35 pounds on occasion.

**STATUS:** Exempt

**STATE CONTRACT CROSS REFERENCE TITLE:** Direct Care/Program Staff Supervisor #133

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date