

JOB DESCRIPTION # 44.1

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Shared Living Provider Specialist

JOB CATEGORY: Family Support

REPORTS TO: Assistant Vice President

BASIC FUNCTIONS: Perform all functions related to the approval of prospective Shared Living providers; maintain approval ongoing; assist SHFS SL team in the placement process; participate as a member of the SL Team; provide case management in the SL Department as assigned by AVP.

SCOPE: This position is responsible for initial and ongoing approval of SL providers and related responsibilities as identified by AVP.

QUALIFICATIONS: MA preferred. BA with three (3) years working within the Shared Living service delivery system or related field, required. Valid Driver's License required.

SCHEDULE: This is a position with hours to be scheduled as programmatic needs dictate; some evenings and weekends required. Schedule to be maintained with the Assistant Vice President. Travel is required.

RESPONSIBILITIES/OBJECTIVES:

Administrative:

- To complete the Screening of potential Shared Living providers.
- To prepare and disseminate all associated documentation to potential Home Care providers.
- To maintain accurate and up-to-date records relative to assigned tasks, (including case managers, provider training records, completed applications, screening documentation and completed home studies).
- To work in partnership with Assistant Vice President (and the SHF Development office) to assist with marketing and recruitments efforts.
- To become an active team member in addressing area emergency services for individuals in crisis and during transition to new home environment.

Training:

- To work in partnership with the SHFS Area Director coordinating the training of potential shared living providers in all of the SHFS, Inc. required identified trainings.
- To work in partnership with the SHFA Area Directors to provide on-going training of SL providers
- Develop as necessary training materials for providers, consistent with regulations
- Maintain training records for SL providers
- Participate in supporting SL providers through internal and external compliance reviews (CARF/QUEST).
- Participate on the SHFS Case Record Review Committee to ensure ongoing record compliance

Communication:

- To attend regularly scheduled area team and shared living team meetings offering updates as required.
- To serve the area team as a resource reference source to help the on-going area maintain own development of **Family Based overnight Respite**.
- To prepare shared living provider status reports, including monthly updates of applicants in process, training status of potential providers, home studies completed and list of qualified providers available for the matching process.
- Maintain continuous communication with the SHF Marketing & Communications Department regarding recruitment materials, activities, and events.
- Maintain a detailed communication log of all telephone, email, written and other correspondence regarding SL provider applicants.
- Prepare reports that quantify contacts on a Monthly basis.

Quality Enhancement:

- To assist as deemed necessary the area team to assure compliance of Quality of Life Area's as outlined by OUTCOMES to include; *People are valued, *People's 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 at home and work, *People are free from harm, *People maintain good health and *Peoples funds are safeguarded.

Other:

- To perform other duties as required or directed.
- Develop and implement an ongoing audit system to ensure compliance throughout the approval process for SL providers and maintain a record of the process
- Create system to maintain an ongoing data base of all SL provider applications, maintaining a 2 year history of SL applicants and approval outcome for easy retrieval when necessary
- To perform other duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to drive. Ability to lift 35 lbs on occasion.

STATUS: Exempt

STATE CONTRACT CROSS REFERENCE TITLE: Program Director #102

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date