

MAGIC VALLEY REHABILITATION SERVICES, INC.
JOB DESCRIPTION

Manager, Community Assistance & Adult Activities Program	Salary Range: \$33,001-\$45,783 annually
DIVISION: Rehabilitation	COORDINATOR:
COORDINATOR DUTIES: None	Director, Rehabilitation Division

JOB SUMMARY: Has oversight responsibility for all activities associated with the Community Access and Adult Activities Programs. Serves as program manager for participants who receive developmental therapy and adult activities.

PERFORMANCE REQUIREMENTS: Position requires a high degree of organizational skills, very strong written and verbal communication skills, and the ability to work cooperatively with program participants, other MVRs staff, referring agency staff, and various other individuals/groups in the public sector. Position also requires good time management, self-direction, and extensive knowledge of various agency standards on regulations as they relate to the provision of developmental therapy and adult activities.

QUALIFICATIONS: Must meet Developmental Specialist qualifications and have four years experience working in human services. A Master's Degree plus one year human service experience may be substituted for the four years experience.

RESPONSIBILITIES:

1. Designs, implements, and monitors a quality assurance program in compliance with Medicaid guidelines and other standards/regulations.
2. Monitors all participant files to ensure they are maintained in compliance with Medicaid and all other applicable standards.
3. Functions as the MVRs representative/liaison in all matters pertaining to developmental therapy services and adult activities program. . Responsible for increasing community awareness of the CAP and AAP program and for encouraging and soliciting referrals.
4. Serves as program manager for participants who are involved in developmental therapy and adult activities..
5. Functions as Developmental Specialist carrying ALL of the CAP and AAP files.
6. Selects and administers assessment instruments to participants. Analyzes and interprets results to identify participant needs. Consults with other individuals, including professionals, to identify needs and participates in staffings to evaluate, diagnose, and plan treatment.
7. Oversees the development of treatment plans with short and long-term objectives, and coordinates the delivery of services participants receive. Assigns therapy techs to CAP/AAP service provision.
8. Monitors the development of curricula and individualized programs, identifies the necessary resources and materials, and confirms therapy adhering to specified service plan treatment requirements is provided.
9. Schedules, attends, directs, and documents participant staffings.
10. Monitors participant/staff safety related to the provision of services.
11. Provides Developmental Therapy and Adult Activity services when required.
12. Submits all applicable reports to Director, Rehab Division and others when necessary.
13. Prepares and submits annual budget projections and cost estimates to the Director, Rehab Division and/or Executive Director.
14. Acquires the skills associated with TQM-CQI and applies them in the workplace. Participates on formal and informal teams, and assists with problem solving and improving work processes. Involves the customer whenever possible and takes steps to meet or exceed customer's needs and expectations.
15. Performs reasonably related duties as assigned.

I have read this job description and understand its contents and requirements and agree to perform according to its duties and standards.

Employee

Date