

MAGIC VALLEY REHABILITATION SERVICES

JOB DESCRIPTION

TITLE: Director of Facility Based Services
DIVISION: Rehabilitation

SALARY RANGE: \$42,000 TO \$55,000 ANNUALLY
COORDINATOR: EXECUTIVE DIRECTOR

COORDINATOR DUTIES: Coordinator of Therapy Tech and ESS/Therapy Tech staff.

JOB SUMMARY: Coordinates employees of the CAP/AAP programs, and maintains compliance with all Medicaid standards. Coordinates the development and implementation of all facility based programs and services within the Rehabilitation division, measures outcomes and customer satisfaction of participants.

PERFORMANCE REQUIREMENTS: This position requires an individual who understands each of the program disciplines encompassed within the services offered through the Rehabilitation Division and can assist staff to develop and implement effective service delivery strategies. Coordinating programs within the Division and the organization, and being an effective liaison with consumers, potential consumers, referring agency personnel, and others are performance expectations of the position.

QUALIFICATIONS: Education and Experience: A bachelor's degree in a human service field, with three year experience in rehabilitation and/or human services, a minimum of one year which must be experience in a coordinator role. Certification as a Developmental Specialist is preferred.

RESPONSIBILITIES:

1. Coordinates and supports employees of CAP/AAP, substitutes for technicians in their absent, may provide training and/or support to program participants in emergency situation, provides Developmental Therapy when required, and monitors participant/staff safety related to the provision of services.
2. Interacts with care providers and service providers as needed, functions as the MVRS liaison in all matters pertaining to developmental therapy services, responsible for increasing community awareness of CAP program and soliciting referrals, scheduling, attending, directing, and documenting participant staffings.
3. Maintain compliance with Medicaid Regulations, functions as Developmental Specialist carrying all the CAP and AAP files, maintains all Work Services files to ensure accurate and thorough records of program participant's time and progress, and prepares and/or monitors Work Services, CAP/AAP reports and plans.
4. Ensures program participant files are in compliance with Medicaid, RSAS, Vocational Rehabilitation, and all other applicable standards. Designs, implements, and monitors a quality assurance program in compliance with Medicaid guidelines.
5. Ensures Intervention Strategies are properly implemented and data collected, performs annual reviews of client cases and turns in needed reports/evaluations, and implements plans either directly or with assistance of therapy technicians.

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6. Selects and administers assessment instruments to participants, analyzes and interprets results to identify participant needs and consults with other individuals including professionals to identify needs and participates in staffings to evaluate, diagnose, and plan treatment.
7. Reviews participant progress and adjusts service plan as appropriate. Oversees the development of treatment plans with short and long term objectives, and coordinates the delivery of services.
8. Monitors the development of curricula and individualized programs, identifies the necessary resources and materials, and confirms therapy adhering to specified service plan treatment.
9. Assists with development of strategic plan goals and objectives and identifies activities toward accomplishing goals and objectives.
10. Manages the OMS (Outcomes Management System) for Work Services, CAP/AAP, and monitors division progress toward accomplishing goals and objectives,
11. Prepares individual annual plans and budgets for Work Service participants, monitors Work services income and expenses, and maintains consistent contact with referring agency representatives and negotiates issues pertinent to the Work Services Program
12. Develops, coordinates and approves in-service and external training at MVRS, and ensures that CAP staff meet/maintain training requirements for their respective positions, reviews rehabilitation journals, newsletters, and literature to stay abreast of trends, strategies, and technologies that could and should be implemented at MVRS.
13. Shares responsibility for Case Records Review with Community Based Director and serves as the chairperson of the Case Record/Case Quality Review Committee.
14. Participates on formal and informal teams, assists with problem solving and improving work processes, and involves customers, peers, and coordinators as needed in problem solving process.
15. Performs reasonably related duties as assigned.

Employee Signature

Date