



## Qualified Intellectual Disability Professional (QIDP)

Under the general direction of the Program Director, the QIDP's primary function is to develop, integrate, coordinate, and monitor the implementation of Individual Habilitation Plans to ensure quality of service.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree required
- One year experience in ID/DD or closely related field
- Proficiency of Microsoft Office Products – Word, Excel, Power Point, Outlook
- Valid Ohio Driver's License. Must maintain acceptable driving record according to agency policy and agency liability insurance requirements
- Demonstrated ability for self-direction in work

### **POSITION RESPONSIBILITIES:**

1. Program Development - Evaluates each individual's functioning level to determine strengths and needs and develops from the assessment individual habilitation plans; reviews/evaluates programs on at least a quarterly basis; provides written reports on the status of habilitation services and program of individuals.
2. IHP Training - Coordinates and trains the Direct Support Professionals in the implementation of each Individual Habilitation Plan and monitors the provision of these services.
3. Ongoing Training - Provides orientation and training to staff in regards to program record keeping; monitors paperwork for completeness and accuracy including the maintaining of confidentiality and privacy in accordance with any local, state, and federal regulations.
4. Facilitation - Acts as team facilitator for Interdisciplinary Team Meetings, which include initial admission meetings, annual and quarterly reviews, and special habilitation meetings. Ensures that the IHP is made available to all appropriate staff and recommendations are posted according to procedure.
5. Policies & Procedures - Provides in-service training and writes training procedures, as needed, in areas such as systematic instruction, data collection, task analysis, confidentiality and privacy etc., that result in improved quality of services.
6. Quality Control - Evaluates programs on an ongoing basis through observation, data reviewing, staff interviews, and direct hands-on service with the individuals. Coordinates program services and acts as the "Trouble Shooter" on program related issues.
7. IHP – Ensures that the IHP is made available to all appropriate staff and recommendations are posted according to procedure.
8. Supplies/Equipment - Requisitions any needed supplies/equipment for program

implementation.

9. Regulatory Knowledge/Education - Maintains familiarity with current State Licensure and Federal/Medicaid regulation standards as they apply to the development of the IHP and program records. Attends periodic seminars for professional growth
10. Individual Rights - Monitors and evaluates behavior programs in conjunction with the psychologist and behavior specialist. Ensures that behavior programs are implemented according to Rose-Mary policies and procedures. Ensures the rights of the individuals are not violated in all matters related to care, including matters of individual confidentiality and privacy.

**WORK CHARACTERISTICS:**

- Knowledge of IDD service system
- Ability to provide effective employee training
- Ability to supervise and motivate others
- Ability to work effectively and efficiently according to strict timelines
- Ability to provide effective employee training
- Strong verbal and written communication skills
- Ability to prioritize workload
- Ability to assess, evaluate, and monitor in all relevant areas

**UNUSUAL WORKING CONDITIONS:**

- Work will include evenings and weekends
- Assumes some on-call responsibilities
- May be exposed to contagious diseases
- May be exposed to aggressive or otherwise challenging individuals

The job description is a summary of the QIDP primary job responsibilities and is not all inclusive.

Rose-Mary is an Equal Opportunity Employer.