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| **Title**  DHP Support Specialist | **Department**  Developmental Home Program |
| **Reports to**  DHP Supervisor | **FLSA Class**  Exempt |
| **Supervises others**  No | **Location**  Coconino County |
| **SHIFT:**  Typical schedule: Schedule will be determined by the DHP Program Supervisor and will vary to meet the needs of the client families. Days of the week may vary; evening and weekend hours as necessary. | |
| **POSITION SUMMARY:**  Developmental Home Program Specialist provides comprehensive support to clients and families in the Developmental Home Program. | |
| **ESSENTIAL FUNCTIONS:**   1. Completes on-going monitoring of Article 10 and 11 (Child and Adult Developmental Homes) and Article 58 (ACYF Family Foster Homes) Licensing Regulations to assist homes to maintain compliance with Regulatory Rules. License Monitoring activities may include, but are not limited to:home visits (licensing, monitoring, unannounced; 1-2 times per month)   -corrective action plan authorship and oversight  -inquiry completion  -health and safety assessment  -renewal facilitation  -Quick Connect Orientation (Office of Licensing, Certification and  Regulation- DES)   1. Acts as a Consumer Advocate, assuring that Article 9 is maintained for all individuals receiving services from the Arizona Department of Economic Security/Division of Developmental Disabilities (DES/DDD) placed in an HRT Child or Adult Developmental Home. 2. Advocates for Children with American Indian Tribal Affiliation placed in an HRT home to assure cultural competency, service plan completion and maximum emotional, social and intellectual development of the child. 3. Attends consumer/client related meetings or staffings to include:   -ISP (Individual Service Plans)  -IEP (Individual Education Plans)  -Medication Reviews  -Foster Care Review Board  -Behavior Building Plan Presentations  -Other Events as needed   1. Maintains effective, positive communication with Tribal, State and other Agencies encountered in the course of duties with HRT. Communicates regularly with HRT Developmental Home Program Supervisor regarding Northern Program activities, needs, issues, successes, etc. 2. Authors Behavior Building Plans and present to State Program Review Committee. Monitor implementation of the Plan with twice monthly contact via home, school, and day site. 3. Assists Program Supervisor with pre-placement, placement and post-placement activities for Consumers of DES/DDD and Tribal Youth. Assist Program Supervisor with other Program Projects as assigned. Assist Agency Directors as requested and within scope of Northern Program or as requested. 4. Collects, Evaluates and Distributes required monthly documentation from CDH/ADH Providers. Establishes delivery system to State or Tribal Staff requiring monthly documentation for individuals in placement in HRT homes. 5. Maintains Case Management (Client) and Provider Family Licensing Files. 6. Attends company related staff meetings, Team building events, Provider Recognition and other special events as needed. | |
| **MARGINAL FUNCTIONS:**   1. Other duties as assigned, verbally or in written form. | |
| **MINIMUM QUALIFICATIONS:**   1. Bachelors’ Degree in Human Services or related field and/or four years’ experience with human services, child welfare services and/or DDD. 2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card. 3. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver’s License and have an acceptable driving record for the past three (3) years. Must have personal vehicle liability insurance and vehicle registration as required. 4. Must be able to pass a DCS Clearance with no substantiated reports. 5. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam. 6. Must be able to work a flexible schedule. 7. Must be able to maintain a high level of confidentiality. 8. Must obtain and maintain CPR, First Aid, and Article 9 certification.   **KNOWLEDGE**   1. Strong knowledge of overall company operations and policies and procedures. 2. Strong knowledge of DDD services in Arizona.   **SKILLS**   1. Demonstrated ability to manage multiple projects. 2. Ability to function independently and as a member of a team in a multi-task environment. 3. Must have excellent oral and written communication skills. 4. Must have excellent organization and time management skills. 5. Proficient in the use of computers and associated software. 6. Ability to be innovative in approach to monitoring large geographic area.   **PERSONALITY/OTHER**   1. Ability to build and maintain positive internal and external relationships. 2. Ability to provide exemplary customer service to all employees and outside constituents. 3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions. 4. Ability and willingness to adapt to change on occasion as program is developed and position/ role evolve. | |
| **WORK CONDITIONS and PHYSICAL REQUIREMENTS:**  This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resource Department if you require any accommodation(s) to perform any of the essential functions of this position.  This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. | |
| **Physical Requirements** | **Conditions** |
| Climbing  Balancing  Stooping  Kneeling  Crouching  Reaching  Standing  Walking  Pushing  Pulling  Lifting  Grasping  Seeing  Hearing  Talking  Tactile sense  Repetitive motions  Visual acuity (color, depth perception and field of vision)  Minimum of 1 hour of continuous driving per trip | **Environment:**  Noise  Extreme temperatures  Wet and/or humid  Dust  Limited/office environment  **Hazards:**  Physical Activities  Volatile clientele  Potential exposure to contagious diseases due to frequent interaction with clientele |
| **IMPORTANT NOTICE:**  This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.    **ACKNOWLEDGEMENT:**  I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department if I require an accommodation to perform any essential function(s) of this position.  I do\*  or do not  require an accommodation to perform the essential functions of this position.  \* Employee Completes the Request for Accommodation Form. | |
| **Prepared by:** Jennifer Kacprowicz, PHR, SHRM-CP  **Title:** Director of Human Resources | **Approved by:** Sally Jones, LCSW  **Title:** Chief Executive Officer |
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