



Miami Cerebral Palsy Residential Services, Inc.  
Intermediate Care Facility for the Developmentally Disabled  
A Private, Not for Profit Agency Established in 1984  
2200 107<sup>th</sup> Avenue • Miami, Florida 33172 • (305) 599-0899 • Fax: (305) 599-2721  
mcprs.org

Marta E. Morin  
Executive Director

Migdalia Santiago  
Associate Director

## JOB OVERVIEW

**POSITION:** Qualified Intellectual Disabilities Professional (QIDP)

**REPORTS TO:** Facility Administrator

**POSITIONS SUPERVISED:** Supervises RSC's and all interdisciplinary team members directly – as it relates to client Individual Program Plans and Active Treatment. Will supervise RSC's jointly with Administrator.

**WORK SCHEDULE:** M -F; weekend and on-call responsibilities

**POSITION STATUS:** Salaried Exempt

**REVISED DATE:** 04/13/15

**LOCATION:** 80<sup>TH</sup> Street Facility: 11750 SW 80<sup>th</sup> Street Miami, FL 33183

### **JOB SUMMARY:**

The QIDP works within an MCP 24 bed ICF/IID (Intermediate Care Facility for Individuals with Intellectual Disabilities) to ensure each individual client's active treatment program is integrated, coordinated, implemented and monitored. The QIDP works directly with clients and paraprofessionals, nonprofessionals, therapist, residential services coordinators, and medical personnel assigned to the three (3) homes (8-bed each for a total of 24 beds) and other program staff who work with assigned clients. Coordinates and participates as part of the interdisciplinary team in relevant aspects of the active treatment process as identified in the federal and state of Florida regulations and MCPRS policies and procedures. Also participates in on-going staff development and training in both formal and informal settings and related active treatment and programs. Responsible for ensuring facilities compliance with all applicable Federal, State & local laws, regulations, codes & internal policies pertaining to active treatment, health, and safety. Ensures the rights of all individuals at the facility.

### **REQUIRED QUALIFICATIONS:**

These are minimum requirements set by Federal and Florida regulations and may not be waived.

- §483.430(a)(1) Has at least one year of experience working directly with persons with mental retardation or other developmental disabilities; and is one of the following:
- W162 §483.430(a)(2)(i) A doctor of medicine or osteopathy, registered nurse.
- W163  
(Rev.)  
§483.430(a)(2)(iii) An individual who holds at least a bachelor's degree in a professional category specified in paragraph (b)(5) of this section  
Guidance §483.430(a)(2)(iii)

- **W170**  
(Rev.)  
**§483.430(b)(5) Professional program staff must be licensed, certified, or registered, as , to provide professional services by the State in which he or she practices.**  
**§483.430(b)(5) Those professional program staff who do not fall under the jurisdiction of State licensure, certification, or registration requirements, specified in §483.410(b), must meet the following qualifications:**
- **W171**  
(Rev.)  
**§483.430(b)(5)(i) To be designated as an occupational therapist, an individual must be eligible for certification as an occupational therapist by the American Occupational Therapy Association or another comparable body.**  
*Guidance §483.430(b)(5)(i)*  
*If a professional is not nationally certified, they would have to show evidence they completed the degree and field work in their designated field and are eligible to sit for the national exam. The American Occupational Therapy Association is now known as the National Board for Certified Occupational Therapists (NBCOT). There is no “other comparable body.”*  
*Eligibility means the professional must have completed a degree in their designated field, completed all field work required for a license, must meet licensure requirements in the state they are practicing in, and are registered or certified nationally as applicable.*
- **W172**  
(Rev.)  
**§483.430(b)(5)(ii) To be designated as an occupational therapy assistant, an individual must be eligible for certification as a certified occupational therapy assistant by the American Occupational Therapy Association or another comparable body.**  
*Guidance §483.430(b)(5)(ii)*  
*If a professional is not nationally certified, they would have to show evidence they completed the degree and field work in their designated field and are eligible to sit for the national exam. The American Occupational Therapy Association is now known as the National Board for Certified Occupational Therapists (NBCOT). There is no “other comparable body.”*  
*Eligibility means the professional must have completed a degree in their designated field, completed all field work required for a license, must meet licensure requirements in state they are practicing in, and are registered or certified nationally as applicable.*
- **W173**  
(Rev.) **§483.430(b)(5)(iii) To be designated as a physical therapist, an individual must be eligible for certification as a physical therapist by the American Physical Therapy Association or another comparable body.**  
*If a professional is not nationally certified, they would have to show evidence they completed the degree and field work in their designated filed and are eligible to sit for the national exam.*  
*Eligibility means the professional must have completed a degree in their designated field, completed all field work required for a license, must meet licensure requirements in state they are practicing in, and are registered or certified nationally as applicable.*
- **W174**  
(Rev.) **§483.430(b)(5)(iv) To be designated as a physical therapy assistant, an individual must be eligible for registration by the American Physical Therapy Association or be a graduate of a two year college-level program approved by the American Physical Therapy Association or another comparable body.**  
*Guidance §483.430(b)(5)(iv)*  
*If a professional is not nationally certified, they would have to show evidence they completed the degree and field work in their designated filed and are eligible to sit for the national exam. Eligibility means the professional must have completed a degree in their designated field, completed all field work required for a license, must meet licensure requirements in State they are practicing in, and are registered or certified nationally as applicable.*

- **W175**  
(Rev.) §483.430(b)(5)(v) To be designated as a psychologist, an individual must have at least a master's degree in psychology from an accredited school.  
§483.430(b)(5)(vi) To be designated as a social worker, an individual must-
- **W176**  
(Rev.)  
§483.430(b)(5)(vi)(A-B) Hold a graduate degree from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or (B) Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.  
§483.430(b)(5)(vii) To be designated as a speech-language pathologist or audiologist, an individual must
- **W177**  
(§483.430(b)(5)(vii)(A-B) Be eligible for a Certificate of Clinical Competence in Speech-Language Pathology or Audiology granted by the American Speech-Language-Hearing Association or another comparable body; or (B) Meet the educational requirements for certification and be in the process of accumulating the supervised experience required for certification.
- **W178**  
(Rev.)  
§483.430(b)(5)(viii) To be designated as a professional recreation staff member, an individual must have a bachelor's degree in recreation or in a specialty area such as art, dance, music or physical education.
- **W179**  
(Rev.)  
§483.430(b)(5)(ix) To be designated as a professional dietitian, an individual must be eligible for registration by the American Dietetic Association.  
*Guidance §483.430(b)(5)(ix)*  
*If a professional is not nationally registered as a dietitian, they would have to show evidence they completed the degree and field work in their designated field and are eligible to sit for the national exam.*
- **W180**  
(Rev.)  
§483.430(b)(5)(x) To be designated as a human services professional an individual must have at least a bachelor's degree in a human services field (including, but not limited to: sociology, special education, rehabilitation counseling, and psychology).  
*Guidance §483.430(b)(5)(x)*  
*Human Services is a diverse field focused on improving the quality of life of clients in communities in which the professional serves. A human services professional works directly with the population being served. Surveyors should see evidence that a human service professional has a bachelor's degree at a minimum.*
- **Prefer at least one year experience related to supervision and management of staff. Prefer experience in use of Behavior Management Techniques.**
- **Prefer experience and knowledge in ICF/DD Program desirable, the ability to communicate well orally. Demonstrate organization skills.**
- **Prefer ACBA/CBA certification or be willing to obtain within one year of employment.**
- **Prefer at least one year experience related to supervision and management of staff.**
- **Required to pass a criminal/background check.**
- **Must have a clean driving record and have had a driver's license for 3 years.**
- **Must be able to provide verifiable employer references.**
- **Must be able to meet mandated training requirements.**
- **Must be free of communicable diseases.**
- **Must be available to complete training within established schedule and timelines**
- **Demonstrated integrity and honesty.**
- **Demonstrated commitment to provide quality services to the developmentally disabled population.**

- **Demonstrated empathy, communication skills and emotional fitness to interact with the developmentally disabled population and staff.**
- **Bilingual – English and Spanish preferred.**

### **JOB DUTIES AND RESPONSIBILITIES:**

- Responsible for complying with all State, Federal and local rules, regulations, safety standards, laws, Code of Ethics Individual's Bill of rights and all related active treatment and QIDP regulated duties.
- Participate in surveys conducted by the state and federal regulatory agencies.
- Ensures surveyor requests for information and materials are met and accompanies surveyors throughout the survey process as needed.
- Completes plan of correction on any citations and submits to the administrator for review and approval and inclusion.
- §483.410(c)(1) The facility QIDP follows developed policies and maintains a record keeping system that includes a separate record for each client and;
- §483.410(c)(1) that documents the client's health care, active treatment, social information, and protection of the client's rights.
- §483.410(c)(2) The facility QIDP keeps confidential all information contained in the clients' records, regardless of the form or storage method of the records.
- Guidance §483.420(a) The facility QIDP ensures client rights and does not wait for him or her to claim a right.
- Ensure compliance with active treatment regulations and that each individual receives a continuous and aggressive active treatment program.
- Lead and direct interdisciplinary team as it relates to active treatment and client care.
- Chair and develop Individual Program Plan meetings, develop plan, execute and oversee the implementation of the established plan.
- Oversee facility training in the area of active treatment and compliance of mandated trainings.
- Responsible for maintenance of individual information and records and compliance with all HIPPA regulations.
- Conducts ongoing quality assurance monitoring of the individual's homes to monitor personal appearance and living environment, giving emphasis to the normalization principle and personal outcomes.
- Keeps up to date on agency general policy and procedure/manuals and makes recommendations for revisions as necessary.
- Initiate disciplinary action when necessary following agency protocol in collaboration with the facility administrator.
- Be a resource to the residential service coordinator for the involvement and integration of community activities for the individuals and ensure social functions are appropriate and handicap accessible.
- Responsible for correct delivery of physical and nutritional management of staff. Participates in demonstrating to staff techniques for lifting, transferring and providing clients with therapeutic positioning.
- Participate in activities of various committees concerned with the care and services provided to the individuals supported and the general operation of the facility (i.e., management meetings, town meetings, safety committee, leadership meetings, etc.).
- Maintain an accurate and current inventory of the program department's supplies and equipment.
- Develop training programs incorporating information from the functional assessments, interdisciplinary team members and the individual. Conduct periodic reviews to determine if outcomes are being obtained and document same.
- Communicate during quarterly reviews by reporting progress of all formal and informal services for all individuals. Report on program modifications and /or interventions that may have occurred during the previous month.

- Participate in 30-day medical reviews.
- Uses behavioral principles in service interactions with individuals, uses developmental programming principals and techniques, i.e., functional training techniques and uses/implements positive behavior intervention programming.
- Participate in Resident Government Meeting and support individual's and coaches with the process. Ensure that staff is competent in the delivery of active treatment programs, physical and nutritional management for individuals by monitoring, coaching and training the staff in program delivery.
- In conjunction with the social worker and psychologist, coordinates all admission referrals. Follows up on results of all admission referrals. Follows up on results of interdisciplinary team recommendations and status of acceptance for placement with families/others as required. Acquires pre-admission information before admission date of individual as needed. Completes Admission paperwork (MSO) with family at the time of admission. As per established policies & procedures.
- In collaboration with the social worker - serves as a liaison between family members, legal guardians and facility to ensure/promote on-going communication and team building. Ensure documentation of the above through correspondence, visitors log and case notes.
- Provides training to all applicable staff, parents, and guardians, and outside programs that individual may attend in the area of active treatment as relevant to each individual.
- Collaboratively supervises Physical Therapist, Occupational Therapist, Speech Therapist with the Associate Director and other IDT member providing services to the individuals supports.
- Ensures individuals supported have the opportunity to participate in social, religious and community group and individual activities.
- Conducts quality assurance monitoring and makes periodic visits to the individual's home.
- Participates in the On-Duty staff on a rotating basis to include serving as Officer on Duty on the weekend, holidays, night shift monitoring and contact with all shifts on a routine basis – as needed and or scheduled with the administrator.
- Perform administrative duties as delegated by the facility administrator. Such duties will include acting administrator in the absence of the administrator. This position is part of the agency succession plan.
- Supervise the delivery of each resident's individual plan of care.
- Coordinate and direct the delivery of training, the provision of habilitation, medical and nursing services related to active treatment. Monitors the therapeutic needs and ensures that all areas are in compliance with statutory and regulatory requirements.
- Integrate various aspects of the facility's programs
- Initiate periodic reviews as per regulations and conducts all quarterly, annual and special individual case conferences.
- Function as a liaison between all aspects of the resident's program, in-house, day program, family and community services – ensure coordination and integration of all these services.
- Oversee the development and implementation of the resident's program, including all behavioral goals and objectives as well as agency actions or staff services.
- Collect all written materials from other professionals responsible for aspects of the resident's plan of care and assemble them into the required regularly occurring service plans.
- Record each resident's progress using written form, agency forms and all electronic software programs and systems (i.e. THERAP).
- Work with the interdisciplinary team regarding changes in residents' goals and supply I.D.T. staff with information and plans for residents going on home visits or being discharged.
- Responsible for conducting investigations, providing documentation and timely reporting on any and all incidents, as per regulations.

#### **ESSENTIAL JOB FUNCTIONS OF THE QIDP:**

This position requires that you be able to speak, read and write at a level in English, which allows for full communication and participation in team process. **This position has the following physical requirements:**

- Lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, and kneeling which is required for working with the physically challenged and non-ambulatory population when training staff.

- Must be able to perform a two-person lift of an individual.
- Must be able to stand/walk for eight (8) hours at a time.
- Full vision or correctable adequate vision.
- Functional gross and fine motor skills.
- Functional dexterity needed in all aspects of body movements..
- The ability to function with minimal supervision and coaching within the responsibilities of the job description. Serious errors or lack of effective problem solving may endanger the health and safety of individuals or staff.
- To work flexible schedule that may include weekends during the year.
- To work holidays a couple of times a year.

Reasonable accommodations may be made to perform the essential functions.

**All employees must comply with Miami Cerebral Palsy Residential Services, Inc. Drug Free Workplace Policy.**

**WORKING CONDITIONS:**

- All job duties will be performed at the Intermediate Care Facilities, the Life Long Learning Program or day program or school attended by the individuals supported.

This position may be required and exposed to the following:

- May be exposed to blood borne pathogens.
- May be exposed at times to profanity and offensive/violent behavior and loud noises by the individuals supported.
- May be required to train personnel on intimate care and at times may be exposed to bowel movement and bodily fluids and odors.

