

Requisition: ELW-5677

Job Title: Program Specialist for the Deaf
Location: Baltimore House-1035
Shift Hours: MOnday-Friday days
Standard Hours: 40
Full Time or Part-time: Full-time
of Positions: 1
Union: Non-Union
Union Code: N
Manager: Giovanna Bias France

Posting Date: Jul 12, 2019

Posting Expiration Date: Jul 26, 2019

Description:

POSITION SUMMARY: The Program Specialist (PS) is responsible for ensuring that the services provided in the Community Residential Services (CRS) program adhere to applicable regulations and that the services which are provided meet the needs of the individuals and are provided according to the Individual Support Plan (ISP). The Program Specialist will complete required documentation, assess individual needs, coordinate and secure services, train and supervise staff and individuals, attend and lead meetings, communicate effectively with all team members, and ensure continuous development and monitoring of programming and services to people on his or her caseload. The Program Specialist will ensure that the daily operations of the house are performed by staff to include meal preparation, medical appointments, house cleanliness, food shopping, etc. They will establish employee schedules, update timekeeping system, ensure community outings occur for the residents, ensure staff attends mandatory training and follow up as needed with staff to include disciplinary actions for job performance issues.

DUTIES AND RESPONSIBILITIES:

- Follow all corporate and program policies, procedures and protocols, and to implement, coordinate, locate, and monitor services to identified individuals supported
- Provide supervision of assigned staff in the areas including, but not limited to, recruitment, selection, leadership, coaching, training, performance management, promotion, discipline and termination
- Complete a full assessment sixty (60) days after admission and annually, within 365 days of admission to the residence thereafter and that the following components are included in the assessment:
 - functional strengths and needs
 - likes, dislikes, interests
 - level of performance and progress in functional skills
 - communication
 - personal adjustment with peers, community, staff
 - meeting personal needs activities (eating, hygiene, etc)
 - supervision needs at home and in the community
 - self-administration of medications
 - use of poisonous materials
 - danger of heat sources
 - ability to evacuate in a fire
 - functional, medical disabilities
 - lifetime medical history
 - most recent psychological/psychiatric evaluation
 - recommended trainings, programming, services
 - progress and growth in the areas of
 - health
 - motor and communication
 - residential living
 - personal adjustment
 - socialization
 - recreation
 - financial independence
 - managing property
 - integration into the community
 - water safety, including swimming ability
- Update the assessment with any and all changes for the individual (i.e., lengthy illness keeps them out of day program; broken hand, etc.) and information of same submitted to the Plan Lead (Supports Coordinator), if any, as well as other team members
- Ensure that a copy of the assessment is sent to all team members with a cover letter; keep copy in the record for verification
- Ensure that an accurate Social Emotional Environmental Needs Plan (SEEP) is created for each individual who received psychotropic medications, who has a diagnosis of mental health disorder, or who otherwise is in need of a plan of support. The SEEP must include a written protocol to address the needs of an individual with a diagnosed psychiatric illness. The plan must identify the supports, services and actions needed to adequately address the target behavior triggers of the individual's diagnosed psychiatric illness successfully managed by psychotropic medication. SEEP should address any specific supports or services an individual needs in order to successfully manage his/her symptoms and participate in daily activities as part of everyday life.
- Ensure that Form DP 1032 (or any update as directed by Office of Developmental Programs (ODP)), the ISP Signature Page, is secured at each ISP meeting and a copy secured in the individual's chart
- Ensure that the form DP 1050 is initiated for individuals and updated according to need and appropriately shared with the team
- Be familiar with and process any other forms/changed forms/assessments and/or processes in relation to Program Specialist work as specified for people Elwyn supports
- Ensure that the information in the ISP is accurate and reflects the services and supports provided
 - The PS must keep documentation of all communication with the Plan Lead (Service Coordinator – SC) regarding changes that must be made to the ISP, including changes to outcomes based on a need or revision to the assessment and that the ISP is implemented

as written

- Ensure that all services/supports provided relative to ISP outcomes are reviewed at least every three (3) months with the individual, that the ISP includes community involvement with peers without disabilities, that, if the consumer stays home during the day, there is documentation that; that the consumer's physician has documented medical necessity for the consumer to stay home during the day OR the team has determined it is to the best interest of the individual to stay home and for the agency to provide day programming at the home
- If the Program Specialist is the Plan Lead (the consumer has no SC, i.e. comes from out of State or is private pay), send the invitation letter to all team members thirty (30) days prior to the meeting; write the ISP on the proper ISP format within ninety (90) days of new admission; submit the ISP with a cover letter to all team members within thirty (30) days after the ISP meeting was held.
- Orient the individual; ensure fire safety training is in compliance; ensure medical appointments are scheduled, attended, and documented appropriately
- Maintain an up to date training record of having received required trainings per regulations, inclusive of fire safety training, first aid, CPR, and Heimlich.
- Develop Outcomes for individuals based on appropriate assessments and to train all staff in the implementation of Outcomes
- Complete a monthly review, a quarterly review, and any necessary update, reflecting change of need an individual may have and ensure that the need is being met by the team
- Supervise the staff persons identified for the primary responsibility of medical appointments coordination in order to ensure medical and healthcare is provided to individuals according to individuals' need
- Perform cardiopulmonary resuscitation (CPR), crisis intervention and medication administration using agency-trained protocols
- Perform other duties as assigned

IMMEDIATE SUPERVISOR: Director of Operations, CRS

DIRECT REPORTS: Assisted Living Aides

CONTACTS: Individuals, families, Elwyn staff, day program, supports coordinators

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:

- Associate's Degree from an accredited college or university or sixty (60) credit hours AND four (4) years of experience working directly with persons with intellectual disabilities OR

Bachelor's degree from an accredited college or university AND two (2) years of experience working directly with individuals with intellectual disabilities OR

Master's Degree from an accredited college or university and one (1) year experience working with individuals with intellectual disabilities

- Demonstrated ability to communicate fluently using American Sign Language (ASL)
- One (1) year of supervisory experience
- Demonstrated ability to work effectively as part of a team
- Ability to work in a fast-paced environment and manage and prioritize multiple, often competing, priorities
- Demonstrated strong attention to detail
- Demonstrated strong time management and organizational skills
- Demonstrated excellent judgment with the ability to independently solve problems and make decisions with little or no need for direct supervision
- Demonstrated ability to anticipate future needed changes or identify problem areas and take effective actions
- Must be able to perform CPR using agency-trained protocols
- Must possess excellent customer interaction, collaboration, presentation, and written and verbal communication skills
- Demonstrated basic experience with Microsoft Office applications, including Word, Excel, and Outlook
- Must have current, valid driver's license in state of residence, three (3) years driving experience in the United States, and acceptable driving record

PHYSICAL DEMANDS/ENVIRONMENTAL PROFILE: See *Physical Demands Checklist* below which represents the general physical demands and environment conditions to which the employee holding this position must meet, in addition to the duties and responsibilities listed above, to successfully perform the essential functions of this job. Elwyn will engage otherwise qualified candidates for this position whose disabilities may require reasonable accommodations to enable an individual to perform the essential functions.

Elwyn reserves the right to revise or change job duties and responsibilities as needed. This job description is not intended to be an all-inclusive statement of duties and responsibilities of the job nor does it constitute a written or implied contract.

HOW TO APPLY:

Qualified applicants may apply for this position online at portal.adp.com or in writing, with an internal application, cover letter and resume to Professional Development room 200 **no later than 4PM on Posting Expiration Date**

Elwyn is an Equal Opportunity Employer.

Elwyn is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and identity, gender identity, national origin, citizenship status, genetic information, disability status, military or veteran status, marital or family status, political activities or affiliations, or any other characteristic protected by local, state, and federal law.