

EMMAUS COMMUNITY OF PITTSBURGH

JOB DESCRIPTION

TITLE: In-Home Services Program Manager (Non-Exempt)

BENEFITS: Healthcare, dental & vision (100% employer paid for family), paid time off (starting at 20 days per year), short term and long term disability, \$25,000 life insurance policy, retirement plan, & tuition reimbursement program (after 1 year F/T)

PRIMARY LOCATION: Emmaus Office – South Side

PRIMARY SCHEDULE: Generally - Monday thru Friday 9a -5p, Flexibility Required – some evenings and weekends as needed for meetings, events, occasional direct care, emergencies, etc.

START DATE: Immediately

QUALIFICATIONS: Bachelor's degree and three years of experience working directly with individuals with intellectual disabilities; good working knowledge of regulations governing unlicensed, in-home waiver services; strong writing and computer skills (Excel, Word); Supervisory experience a plus. Knowledge of Therap (or other HER), EVV, and billing helpful.

Driver's License, Act 34 clearance & FBI clearance, Physical w/ Mantoux prior to date of hire

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- Willingness to carry out the mission and support the values of the Emmaus Community
- Responsible for the overall supervision, operation, and growth of all In-Home and non-residential services
- Ability to work as a team member, and agree to supervision by Director of IDD Services
- Works with management team to ensure Waiver Compliance including Provider Qualifications as required by Administrative Entity for unlicensed services
- Collaborates with Human Resources to identify and recruit DSPs to meet in-home client needs
- Provides orientation, training, scheduling, and supervision for DSPs; models best practices for staff; serves as Direct Support Professional back up when needed
- Fields service inquiry calls and coordinates all intake and referral information, including eligibility in HCSIS prior to receiving services, forms, physicals, etc.
- Serves as a liaison between ISCs, family members, other team members, etc.
- Attends ISP meetings and acts as Program Specialist when applicable
- Serves as proxy Program Specialist for Residential Program Manager as needed:

- Serves as a Program Specialist for up to 30 individuals and ensures on-going compliance with all 6400 Regulations (especially 44a, 44b(1-19):
- Coordinates and ensures completion of assessment
- Provides assessment for development of ISP, ISP Annual Update & all ISP revisions
- Participates in the development of the ISP, ISP Annual Update & all ISP revisions
- Attends the ISP, ISP Annual Update & all ISP revisions
- Acts as Plan Lead for all individuals receiving services through an SCO
- Reviews ISP, ISP Annual Update and all ISP revisions
- Reports content discrepancies to the SC and plan team members
- Ensures that ISP is implemented as written
- Supervises, monitors and evaluates services
- Reviews, signs, and dates the monthly documentation of individuals' participation and progress toward outcomes
- Reports changes related to individuals' needs to the SC and plan team members
- Reviews the ISP with the individual
- Documents the review of all ISPs every 3 months or when revisions are made
- Provides documentation of the plan review to the SC and plan team members
- Informs plan team members of the option to decline the ISP review documentation
- Recommends revisions that may involve the deletion, addition or modification of an outcome or service
- Coordinates the provision of services to the individuals
- Coordinates the training of DSPs in the content of Health and Safety needs relevant to each individual
- Develops and implements programming to address the acquisition, maintenance, or improvement of functional skills, personal needs, communication and personal adjustment
- Ensures all individual records are complete and accurate including service notes, referral information, monthly documentation, correspondence, etc.
- Verifies that all ISPs are being implemented as written (ie: goals are worked on and documented, frequency and duration are accurate, variances are justified/ explained, etc)
- Prepares and submits billing to ensure accurate and timely Claims Management of all non-residential services
- Strives for maximum utilization of services; tracks statistics.
- Promotes program through communications and public relations events
- Completes annual ODP Self Monitoring tool for any "in-home" individuals in the sample
- Maintains "On Call" responsibilities
- Participates as member of Management Team and takes on related responsibilities such as Human Rights Team Lead, Certified Investigator, etc. as needed

EOE