**QIDP**

**POSITION SUMMARY**

The primary responsibility of the QIDP is to support people with disabilities and special needs to achieve their personal goals. The QIDP is responsible for assessing, monitoring, documenting and ensuring the provision of quality care to people with disabilities and special needs. The QIDP achieves this by inspirational leadership through the practice of positive general management of the programs and leading a team within a positive work environment.

PRINCIPAL ACCOUNTABILITIES:

* Demonstrate respect for people with disabilities and their families or advocates.
* Demonstrate an understanding of the agency’s mission and goals.
* Demonstrate knowledge of and adherence or enforcement of the Agency’s policies and procedures.
* Demonstrate knowledge of DHEC regulations as required by Regulation Number 61-13 for ICF/ID and Regulation Number 61-84 for CRCF licensed facilities.
* Interacting with people served, their families, advocates or volunteers, and assisting them in achieving their goals or meeting their needs.
* Ensure adequate and appropriately trained staffs are in assigned residences. Identify any special training needs of staff and provide and/or coordinate training to meet these needs.
* Ensure individuals live in a safe, clean and healthy environment. Report and monitor correction of any maintenance needs in residences, equipment and vehicles.
* Ensure that opportunities for community involvement are available to all supported individuals and that choices are considered. Document individual choices and opportunities to participate in community activities.
* Monitor personnel issues, to include hiring, interviewing, corrective actions, terminations, leave requests, overtime payment and adheres to agency set schedules.
* Address needs/concerns of individuals and their families through team meetings as needed, as well as when emergencies arise.
* Ensure that all employee training requirements are met to include competency in active treatment as required by DHEC 61-13 regulations.

EXAMPLES OF WORK TO BE PERFORMED:

* Maintain functioning office within your area.
* Ensure residential assessments are complete, as well as support necessary to meet the identified goals, as needed but no less than annually.
* Coordinate, write and implement annual Residential Plans ensuring the person supported has the opportunity to participate and make choices and decisions in the plan.
* Obtain input from individuals, families, and support staff, to develop, implement, and monitor training programs for all individuals in assigned area, including revising or discontinuing training objectives.
* Ensure that issues are dealt with in a timely manner by the use of call team meetings and other forms of communication until the issues or concerns are resolved.
* Monitor Residential Plans monthly to ensure plans are being followed and revise training objective accordingly.
* Monitor medical needs of individuals monthly to ensure annual physical, dental, TB test etc. are current and that all follow up appointments have been addressed.
* Monitor Behavior Support Plans and work closely with the Behavior Specialist to ensure that the least intrusive measures are used, and the Thrive Upstate Behavior Support Policy is followed.
* Ensure that behavior reports are sent to providers monthly.

**SKILLS:**

* Must demonstrate leadership skills.
* Must believe in teamwork and model teamwork to staff, coworkers, individuals, and families
* Must be able to complete written documentation clearly and in a timely manner
* Must be able to communicate effectively through verbal communication
* Must be able to make decisions using sound judgment
* Must be able to work independently with minimal supervision
* Knowledge of health and safety practices applicable to the Agency and services
* Knowledge of practices, techniques, and methods used in serving disabled

**EDUCATION / EXPERIENCE:**

* BA/BS degree required (Psychology, Social Work, or other related field preferred).
* At least one year experience working with people with disabilities.
* Knowledge of DDSN and DHEC regulations/requirements

SUPERVISORY RESPONSIBILITIES: Residential Supervisors and LSS staff

***Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.***