

## Qualified Mental Retardation Professional – Job Description

### Personnel Manual

Accountability: Administrative Services

Duty Statement: Oversee the administrative management of assigned ICF/DD-N facilities. Supervise the development and implementation of each client's Individual Program Plan (IPP) by integrating services in accordance with their individual service plan. Oversee the continuity and quality of client services.

#### Qualifications:

1. Bachelor degree in a field related to human services or developmental disabilities.
2. Minimum of 1 year direct experience in the care and training of persons with developmental disabilities.
3. Must meet State and Federal requirements as a Qualified Mental Retardation Professional (QMRP).
4. Must be fingerprinted and receive a criminal record clearance.
5. Able to work a flexible schedule including week-ends.
6. Possess a valid driver's license, drive and have reliable transportation.

#### Responsibilities:

##### Administrative

1. Assure that the facility is in compliance with state and federal licensing requirements. Participate in the facility licensing processes.
2. Participate in the screening of potential facility residents. Complete all pre-admission and admission processes.
3. Review client and employee incident reports and take appropriate, timely corrective action. Notify administrative services promptly of all injuries or unusual occurrences. Assure that all employee injuries are reported and that Workers' Compensation material is completed timely.
4. Participate in the On-Call Supervisor program.
5. Be knowledgeable of and maintain facility budgets within established perimeters.
6. Remain current with trends and advancements in the field of developmental disabilities as well as changes in pertinent state and federal licensing regulations. Attend relevant conferences, workshops, interagency and interdepartmental meetings.

##### Client Services

7. Oversee all aspects of implementation of the Individual Service Plan (ISP) for each client. Including 30-day, semiannual and annual ISP reviews; IDT meetings and subsequent documentation distribution.
8. Complete required, daily, monthly, quarterly, semiannual and annual program documentation and other required reports in a timely manner.
9. Coordinate and assure service implementation with outside services (school and day programs) through regular monitoring and progress reviews and attendance at outside IEP/ISP meetings.
10. Coordinate and assure service implementation with contracted consultants (Occupational and Physical Therapy; Speech Pathology and Psychological services).
11. Facilitate client participation in community outings and recreational activities.
12. Coordinate with appropriate vendors and funding agents for the procurement and maintenance of adaptive equipment required by the client. Assist with minor client equipment adjustments.

##### Staff Supervision

13. Assist in interviewing, hiring, orientation, ongoing training, direct staff supervision and performance reviews for all staff in assigned facilities.
14. Work with the RNC and LVN as a team in providing for the overall care of each client.
15. Provide direct care assistance as needed.

16. Insure staff adherence to client schedules, use of specified materials, and accurate data collection methods. Conduct regular audits and follow up with staff on any errors, or discrepancies in data collection.
17. Maintain facility staffing requirements by scheduling and adjusting staff as needed.

In-service and Training

18. Attend and conduct, as assigned, regularly scheduled facility and agency in-services.
19. Assist in the orientation, training and mentoring of other QMRP staff as requested.

Household

20. Oversee general household maintenance, physical site safety and supply requisition. Report all home maintenance issues to Plant Maintenance Department.
21. Assure that staff is properly trained in the ordering of food items and the preparation of client meals.

External Communications

22. Maintain open, frequent communication with supervisor regarding concerns and general client status; consultants and interdisciplinary team members (including outside agency caseworkers and families) regarding client needs; and applicable school and adult day program personnel. Act as liaison between staff, consultants and day programs.
23. Work cooperatively with all interagency departments, respecting the established chain of command.
24. Participate in the Human Rights Committee meetings.

In addition, all Friendship Developmental Services employees shall:

- Know the agency policies related to fire and safety and be able to carry out emergency procedures when needed. Report any maintenance problems or safety hazards to immediate supervisor.
- Know and adhere to the agency policies on Client's Rights. Be able to interpret them to clients and/or family members. Interact with each individual, with dignity and respect and never, under any circumstances subject them to verbal, mental or physical abuse, neglect or mistreatment. Report any observation or occurrence of rights violation immediately to direct supervisor or appropriate administrative supervisor. Complete reporting requirements as a Mandated Reporter.
- Adhere to all agency policies and procedures. Follow service provision procedures as indicated in agency Quality Assurance Program.
- Perform additional duties as assigned.

I acknowledge that I have read, received and understand the above job description. I agree to abide by it at all times.

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Employee Signature

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Date