



JOB TITLE: Program Specialist	CLASSIFICATION: Exempt Salaried
SUPERVISOR: Program Administrator	SUPERVISES: Support Managers/Specialists

BASIC FUNCTION:

As a management staff person and team leader, responsible for the supervision, service coordination and operation of designated programming and services for individuals with DD served by Champaign Residential Services, Inc. Establish, coordinate, and monitor necessary relationships with consumers, parents, staff, professionals, community members, etc., in an effort to foster a spirit of cooperation and willingness to work together for the benefit of the individuals served. Shall have knowledge of and experience with community agencies providing services appropriate for individuals with DD. Ensure that CRSI operates under the current standards and regulations established by DODD Medicaid (Title XIX), and other authorities that may dictate standards of operation including programming, consumer safety, staff training and employment requirements.

PRIMARY RESPONSIBILITIES

- As a member of the interdisciplinary team, coordinate, monitor and assist in the day to day operations of support service and all consumer related programs and activities. i.e. ISP development, reviews, assessments, evaluations, hands on programming, budgetary responsibility, etc.
- Assist as a liaison between the Agency, county boards, and DODD regarding the assimilation and distribution of service delivery information.
- Provide advocacy for all consumers and assure they are free from abuse and neglect to the extent possible and assure immediate reporting of any suspected abuse, neglect, exploitation or rights violation as well as proper completion, submission, and follow up of incident reports for UI/MUI's.
- Provide on-going assistance to professional and direct care staff regarding service delivery, documentation, programming and application of standards that dictate CRSI's service delivery. Provide supervision for staff member and assure scheduling and evaluation of Support Managers and Support Specialists as assigned. Assist with the hiring, training, and development of professional staff to ensure uniform procedures, instructional improvement, cooperation and program development and implementation.
- May perform and document hands-on programming and service delivery. As part of a regionally developed system, provides supervision and on call responsibilities after normal business hours, including weekends and holidays.
- Assure sound budgetary practices in each consumer setting by monitoring protocols and consumer finances.
- Performs other duties as assigned.

QUALIFICATIONS:

- Must have an Associates Degree with at least 2-4 years' experience or an equivalent combination of education and experience. Bachelor's Degree preferred.
- Must have knowledge and experience dealing with community based agencies.
- Must have strong communication, writing, time management, and organizational skills.
- Need to be proficient in Microsoft Office suite, particularly Word, Excel, and Outlook.
- Must be self-motivated and have the ability to work with minimal supervision and be able to handle highly confidential information.
- Must possess strong leadership abilities and a willingness to work effectively with other administrative staff, ancillary services personnel, and habilitation program staff.

PHYSICAL DEMANDS:

This position may require some standing, sitting, walking, bending and lifting of up to 10 lbs., for moderate periods of time. He/she may be required to travel to various work site locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment for this position is usually quiet and free from risk of injury and environmental hazards.

Staff Signature

Date