



1576 Kelly Drive • Sanford, NC 27330 • (919-776-4048)

Qualified Developmental Disabilities Professional (QP) Job Description

I. Primary Purpose of Position

Responsible for maintaining quality services provided as part of the one-on-one supports program, consistent with agency and funder requirements.

A. Purpose and Duties of the Position

Under direct supervision of the Executive Director:

1. Complete intake for new referrals
2. Determine appropriateness of Stevens Center to meet referral's needs, and open new cases as appropriate
3. Maintain service record files in accord with Medicaid and other standards
4. Hire, schedule and supervise support workers
5. Develop and implement an annual individualized supervision plan for support workers
6. Provide core training to new-hires
7. Review and obtain corrections for all documentation. Sign off on documentation
8. Monthly contact, or as required by program guidelines, with individual/family receiving services to assure quality of service
9. Complete periodic and annual personnel evaluations on support workers
10. Complete documentation and reports in accurate and timely manner
11. Assist in staffing the Center (answer phones, etc.)
12. Respect the confidentiality of the Stevens Center Program's participants, families, and caregivers
13. Be considerate, respect the ability of the staff, and work as a member of the team
14. Carry out assignments in a timely fashion and seek the assistance of the Executive Director in any situation requiring special guidance
15. Provide feedback, suggestions, and recommendations to the Executive Director and staff that might increase the effectiveness of the program
16. Abide by all current program policies
17. Other jobs as assigned

B. Work Schedule

Work schedule may be variable, as QP will need to supervise employees on various shifts. However, most responsibilities can be fulfilled 8 a.m. to 5 p.m. Monday through Friday

C. Job Requirements

1. Must have Bachelor degree and meet Qualified Professional standard
2. Must be at least 22 years of age
3. Valid Drivers License and favorable driving history if required to drive or transport people as part of this job
4. Must be in good physical, mental, and emotional health
5. Must be of good character



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- 6. Must attend required training
- 7. Must obtain and maintain required certifications, such as NCI, CPR, first aid, medication administration

II. Knowledge, Skills and Abilities and Training & Experience Requirements:

A. Knowledge, Skills & Abilities

To have knowledge of developmental disabilities, appropriate behavioral techniques for training individuals of population to be served. Ability to instruct and establish rapport with individual being served, and their family. Ability to follow oral and written instructions. Ability to evaluate individuals' progress and observed behavior, and communicate observations and recommendations in oral and written form. Prefer experience in serving as a QP with a CAP-I/DD program.

B. License or Certification Required by Statute or Regulation

Driver's License and insurance as required by North Carolina law, if providing any transportation services

III. Background Checks

For continued employment the applicant must submit to a periodic criminal background check, healthcare registry check, drug test, and driving record check if transporting program participants. Information disclosed through these checks may result in immediate termination or transfer of employment.

IV. Certification

My signature indicates agreement with all information provided, including designation of essential functions, and agreement that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date

Reviewed: 07/07/12 11/13/13 10/10/14 09/10/15

amended: 06/23/11