

<b>Job Class Code: 8030</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF JOB CLASSIFICATION**

The purpose of the job classification (class) is to provide training and assistance in daily living and social skills for consumers. The class is responsible for intake, screening, training, monitoring, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Provides on-site coverage for the Intermediate Care Facility (ICF); oversees/monitors service recipients; provides assistance as required.
- Assists service recipients with medication, including administration, supervising self-administration, training on medication management, and picking up and delivering medication.
- Develops and presents training for service recipients on skill-building activities such as hygiene, residence cleaning, budgeting and cooking to promote independence.
- Provides information to families and other interested persons that have questions regarding services provided.
- Serves as initial contact and point of entry for some programs.
- Gathers and maintains information to support periodic and special reports documenting client progress and activities; maintains records on a daily basis.
- Provides transportation for service recipients to such places as doctor's office/clinic, social activities, shopping, and home; provides assistance with activities as required.
- Assesses crisis situations and assists with resolution in accordance with policy and procedures, or refers to appropriate staff. May process referrals.
- Conducts resident meetings, ICF inspections, fire drills, and training in safety procedures to individuals served.
- Maintains record system for assigned area of responsibility. May include scheduling of staff for shift coverage and acting as shift lead for ICF and Day Support program.
- Maintains records in accordance with program policies and procedures, State and federal regulations and standards.
- Documents all services in the electronic medical record system.
- Develops and implements consumer's individual service plans and documents accordingly.
- Provides services in compliance with Departmental, City, State and Federal regulations and standards.
- Reads, comprehends, and adheres to the Corporate Compliance and HIPAA policies and procedures. Reports any violations, inconsistencies or discrepancies with regard to the Corporate Compliance policies and procedures or the HIPAA policies and procedures to the supervisor or appropriate authority.
- Completes daily, monthly, quarterly and annual reports. Completes notes and billing reports daily.
- Authorizes services in accordance with payer regulations.
- Schedules and serves as a clinical resource for technical staff.
- Consults regularly with medical, agency staff and other agencies in accordance with confidentiality guidelines to discuss client progress and advocacy for services; adjusts treatment plans accordingly and maintains accurate and complete consumer records.
- Conducts drug screens
- Performs other related duties as assigned.

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form; presents training.
<b>Mental Requirements</b>	Performs entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies professional principles and practices in the solution of problems.
<b>Decisions/Supervisory Control</b>	Makes decisions almost constantly, affecting coworkers, individuals served, and others in the general public.

<b>EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in social work, psychology, closely related field or other degree as approved by the Virginia Department of Health Professions.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience. Qualified Mental Health Professional – Eligible (QMHP-E) may be considered in lieu of experience.
<b>Special Certifications and Licenses</b>	Depending on assignment, may require a valid driver's license and a driving record that is in compliance with City Driving Standards.  Depending on assignment, may require Qualified Mental Health Professional (QMHP - Adult or Child) or Qualified Developmental Disability Professional (QDDP) certification upon hire; CPR, First Aid, and/or Medication Administration certification within 90 days of hire; and successful completion of Intellectual Disabilities Orientation Workbook and/or Case Management Modules within 30 days of hire.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*