



Job Posting

Posted: 7/1/2019 – Closing Date: Until Positions are Filled

Job Title: Senior Program Specialist
Department: Residential Services, Pennsylvania
Reports To: Associate Director of Pennsylvania Residential Services
FLSA/Internal Code: Exempt, Full Time Position / L7
Qualifications: Minimum qualifications include:

- Bachelor's Degree or an Associate's degree / 60 credits from an accredited institution is required and preferred in one of the following areas: Human Services, Special Education, Psychology, Public Health, Rehabilitation, Social Work, Speech Pathology, Occupational Therapy, or Therapeutic Recreation. Master's degree in one of these areas is preferred;
- Bachelor's Degree and 2 years of experience working with individuals with disabilities. A Master's Degree and 1 year of experience working with individuals with disabilities or an Associate's degree /60 credits from an accredited institution and 4 years of experience working with individuals with disabilities;
- Work experience in an industry that supports individuals (adults and children) with autism, intellectual and developmental disabilities are preferred. Experience supporting individuals with Mental / Behavioral Health diagnosis will be considered;
- A valid driver's license and two years driving experience. May be required to provide automobile insurance and vehicle registration;
- Strong presentation skills, interpersonal, problem solving skills and ability to work independently and as part of a team;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

Summary of Responsibilities:

The Senior Program Specialist works in collaboration with the Associate Director for Residential Services and cluster team members to ensure the effective and efficient management of daily programmatic operations for an assigned sub-cluster of residences. The incumbent coordinates person centered services to individuals supported, individual supported funding and resources as well as all other formal and informal supports available to the individual supported in their residence, Day Program and their community. The Senior Program Specialist partners with the Senior Team Facilitator to co-manage an assigned sub-cluster and provide supervision to Direct Support Professionals. The incumbent also provides support and supervision to the cluster team's Program Specialist in their management of an assigned sub-cluster, and partners with the cluster's Health & Wellness Administrator to assure programmatic integrity in the provision of health care support services. Duties include but are not limited to:

- Keeps guardians and family members informed of the progress or changes in services according to the guardian/family's preferences;
- Provides follow-up regarding crisis situations. Assumes the lead role and works with the Team Facilitator / Administrators and Assistant Residential Director, State and County officials, and others as needed, to ensure that Consumer benefits are maintained; Medical Assistance, SSI and other related government benefits are kept current for individuals served;
- Attends all ISPs and completes all necessary preparations for meetings. Assists in facilitating any needed Communication Program;
- Works in coordination with the Program Specialist in scheduling and attending all PIER/Pennhurst /Emberlyville/IM4Q/ SIS monitoring and is responsible for responses related to the above monitoring;
- Ensures that parent or guardian is notified of the opportunity to participate in the development and review of Individual Support Plan (ISPs) for assigned individuals;
- Reviews all Monthly Reports and ensures completion per the 6400/6500 regulations. Keeps abreast of ODP regulations as they pertain to ISPs and all other regulatory requirements;
- Performs monitoring and assessment of assigned individual's needs to include progress in monthly notes, medication self-administration assessments for individuals supported etc;
- Assures compliancy for Annual Provider Monitoring. Instructs all Annual Certification trainings and other staff training as needed;
- Performs other duties, as assigned by the Assistant Residential Director.

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruit@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department. Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.

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