

POSITION VACANCY NOTICE

DATE POSTED: 6/23/10

IN-HOUSE, WORKING TITLE: Program Specialist
POSITION NUMBER: 1554
FULL-TIME/PART-TIME/HOURLY: Full-Time
SALARY/BI-WEEKLY: \$30,691/\$1,180.42
TODAY'S DATE: June 23, 2010
DATE POSITION AVAILABLE: July 12, 2010
WORK LOCATION ADDRESS: 700 W. Hwy. 171, Mexia, TX 76667
HOURS OF WORK: Monday through Friday, 8:00 AM to 5:00 PM

The person who fills this position is responsible for implementing the Community Living Options Information Process (CLOIP) for adult residents of Mexia State Supported Living Center.

WORK EXPERIENCE AND KNOWLEDGE PREFERRED:

This position requires two years of experience assisting consumers with disabilities and their families in identifying specific needs and developing plans to meet those needs, exploring available services, and/or delivery of support services. Exceptional communication and teaching skills, the ability to build working relationships, to conduct effective interviews, and to gather/organize information from observations and interviews are essential. Writing and organizational skills are critical. Knowledge of community resources that support people with Developmental Disabilities to participate in community life is essential. Computer literacy and data entry skills are required.

ESSENTIAL JOB FUNCTIONS:

- *Provides training to consumers, parents/guardians, family members, residential staff, and other professional and para-professional staff relating to services and supports available to people who have Developmental Disabilities, autism, medical needs and other social, emotional and developmental challenges;
- *Interviews consumers, parents/guardians, family members, residential staff, and other professional and para-professional staff in order to gather information that is used to build a relationship with each consumer, as well as to guide you through the presentation of Community Living Options;
- *Completes the CLOIP document in the format required by the Department of Aging and Disabilities Services;
- *Completes CABS data entry related to the CLOIP process with individuals residents, and assists in maintaining Client Records for these same individuals;
- *Serves as liaison between the MRA and Mexia State Supported Living Center, to include participation in service collaboration meetings, participation in annual staffings for SSLC residents slated for moves into community placements, and to facilitate enrollment into the HCS waiver program;
- *Provides education and training for other professionals, and consumers and their families, regarding service options in community settings and enrollment policies and procedures.

PHYSICAL REQUIREMENTS OF JOB:

Physical capacity may include prolonged sitting, necessitate carrying supplies up to 30 pounds, driving vehicles to transport consumers and/or their families and attend meetings at various sites. Applicant must be able to successfully participate, perform, and complete the skills required for CPR, First Aid, and PMAB certification.

MINIMUM EDUCATION REQUIRED:

A Bachelor's Degree in a human service field is required.

LICENSE OR REGISTRATION REQUIRED:

Current Valid Texas Driver's License and automobile liability insurance is required. Must have a clean driving record.

INTERVIEWS WILL BE SCHEDULED AFTER A REVIEW OF THE QUALIFICATIONS OF APPLICANTS.

Heart of Texas Region MHMR Center
700 Hwy 171
Mexia, Texas 76667

Contact: Human Resources
Phone: (254) 752-3451