

**OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title: HOA PROGRAM MANAGER/QMRP**

**General Description of Duties:**

Responsible for performing a variety of tasks related to the supervision, coordination, and monitoring of Housing Opportunities Addition (HOA), an ICF/MR (Intermediate Care Facility for Mentally Retarded) facility. Exempt position.

**Qualifications Preferred:**

Knowledge, Skills, Abilities: Communication; Computer (including various software applications such as Excel and Word); Developmental Disabilities; Interpersonal; Organizational; Read and interpret regulations; Regulatory requirements of ICF/MR facility; Supervision of others; Write behavioral objectives; Write policies and procedures

Certification/License: Annual TB Skin Test; CPR/First Aid; Qualified Mental Retardation Professional (QMRP); Nursing Home Administrator’s License, Valid commercial driver’s license; Van Training

Education: Bachelor’s degree in Special Education, Sociology, Psychology, or related field

Experience: Two years in Human Services field, preferably in ICF/MR setting Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

**Major Responsibilities and Duties:**

- Be knowledgeable of consumer service delivery requirements and operations of an ICF/MR facility.
- Perform the duties of Qualified Mental Retardation Professional (QMRP) as directed by Office of Long Term Care Regulations and Interpretive Guidelines.
- Communicate with Nursing Home Administrator(s) all matters relating to staffing, consumers and facility.
- Coordinate the development and implementation of the Individualized Program Plan (IPP) for consumers with designated QMRP, including input of consumer documentation and modification of plan as needed.
- Plan and observe consumer activities at ICF/MR.
- Conduct monthly observations on consumer participation at day program, work, and ICF/MR activities.
- Oversee maintenance of consumer records, including all applicable required documentation and providing training and monitoring of Living Skills Instructor’s (LSI) documentation.
- Assist QMRP in assuring compliance with Centers for Medicare and Medicaid Services (CMS) and Office of Long Term Care (OLTC) regulations.
- Oversee and report financial status of facility and consumers.
- Coordinate consumer admissions, transfers, and discharges.
- Schedule and provide orientation/training for staff with QMRP.
- Act as liaison between staff, parents/guardians, and consumers.
- Oversee all aspects of operations, including maintenance, housekeeping, and repairs of HOA.
- Assist with on-site visits by local, state, and federal agencies.
- Work within an approved budget.
- Conserve agency resources.
- Prepare statistical reports, correspondence, and other data as required.
- Supervise and provide leadership for personnel including assistance in the hiring process, training, scheduling work, time records, and performance evaluations.
- Participate in training, in-services, conferences, seminars, and scheduled meetings as requested.
- Follow directions of supervisor, performing other duties as assigned.

**Physical Requirements:**

Communication – English speaking	Sitting for 3-4 hours consecutively
Driving vehicles	Standing 1-2 hours consecutively
Hearing for conversation	Stooping, kneeling, bending, twisting
Lifting up to 50 lbs	crouching
Pushing/pulling up to 50 lbs	Use of hand, wrist, fingers
Reaching overhead and in front of body	Walking for short distances

**Responsible to:** Executive Director

**Supervision of:** HOA staff.

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.*

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*Staff Signature*

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*Supervisor Signature*

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*Date*

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*Date*