

VILLAGE OF PROGRESS, INC.

JOB DESCRIPTION

JOB TITLE: QIDP

RESPONSIBLE TO: Program Manager

DATE: 5/2025

FLSA STATUS

EXEMPT:

NONEXEMPT: X

EMPLOYMENT STATUS

REGULAR	X
TEMPORARY	
VARIES	
FULL-TIME	X
PART-TIME	
VARIES	

PRIMARY RESPONSIBILITIES:

1. Maintain QIDP credentials and maximize each consumer’s potential through instruction, training, and supervision in various settings.
2. Follow Village of Progress Employee Responsibilities (See VOP Employee Responsibilities description)
3. Outings Driver and Substitute Route Driver (See Driver Job Description)

SPECIFIC DUTIES:

#1 – Maintain QIDP credentials and maximize each consumer’s potential through instruction, training, and supervision in various settings.

- Maintain a caseload of up to 30 funded consumers.
- Complete Day Program Assessment annually on all individuals on caseload.
- Complete ICAPs annually as required.
- Complete Provider Signature Page and Implementation Strategy with timelines set by DHS.
- Attend annual Discovery meetings, and all other meetings, as invited. Attends staffings and contributes to the evaluation and training process of the consumers.
- Complete quarterly Behavior Management and Human Rights Committee reports and sit on the Behavior Management Committee.
- Completes assigned file review and program quality assurance forms, and attends quarterly meeting.
- Review Linguistic Cultural Competency reports, noting and dating changes.
- Complete monthly Q-notes on Monthly Data Sheets assuring all identified outcomes we have taken responsibility for on Provider Signature Page are being addressed.
- Provide monthly charting sheets to staff for charting and make changes to sheets as needed
- Communicate changes in consumer addresses, behavior, schedules to appropriate staff. Consults with RN regarding consumer medication and medical health/concerns.
- Complete at least twelve hours of continuing education hours each year (July – June).
- Communicate with guardians, Service Inc., and other agencies involved in consumer care.
- Runs monthly VOP Voices Consumer Meetings as assigned.
- Maintains valid CIRAS reporting credentials and reports necessary incidents.
- Maintains valid Food Handlers Certification.
- Assists in running the Village Corner.
- Plans and attends consumer activities as time allows.
- Completes DHS QIDP mandated training.
- Recommends adaptive equipment needed to facilitate consumers in completing jobs.

#2 – Village of Progress Employee Responsibilities (See VOP Employee responsibilities description)

#3 – Outings Driver and Substitute Route Driver (See Driver job description)

Performance/Workload Standards For Evaluation:

- Maintain a caseload of up to 30 funded consumers.
- Can supervise as many as 10 consumers at a time frequently and infrequently 20 consumers for a brief period.
- Can administer the appropriate assessment tools and submit subsequent reports in a timely manner.
- Will address needs/concerns of individuals in a timely manner (1 calendar week).
- Is accessible to consumers and/or guardians within three working days of their inquiry.
- Maintains a positive relationship with numerous human service agencies and possess good public relation skills.

PERSONNEL UNDER DIRECT SUPERVISION: None

MINIMUM QUALIFICATIONS:

At least one year of experience working directly with people with developmental disabilities, a bachelor's degree in human services field, willingness to get CPR and First Aid certified, QIDP trained or willingness to get QIDP training through VOP.

DESIRABLE QUALIFICATIONS: (Qualifications in addition to the above)

Experience in the training and supervision of disabled adults.

Village of Progress Job Descriptions are guidelines. They are not intended to identify every task that an employee will be asked to do. Job Descriptions are intended to provide a general outline of the work, responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that consumer and organizational success can be achieved. If an employee has a medical restriction that affects a duty listed in the employee's job description or functional analysis, RN must be provided with a copy of the doctor's orders annually.