

STATE OF OHIO
(DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Qualified Mental Retardation Professional	<u>SERIES NO :</u> 6527
<u>MAJOR AGENCIES:</u> Department of Mental Retardation & Developmental Disabilities & Youth Services only	<u>EFFECTIVE DATE:</u> 03/07/2004

SERIES PURPOSE:

The purpose of the qualified mental retardation professional occupation is to coordinate implementation of client-based habilitation programming (e.g., individual habilitation plans) & act as chairperson of interdisciplinary team meetings in order to coordinate comprehensive delivery of services (e.g., medical, vocational, educational, psychiatry, speech, pharmacy, social services, psychological) to clients who have mental retardation &/or developmental disability & supervise assigned staff.

This classification is reserved for use by the Ohio Departments of Mental Retardation and Developmental Disabilities, and Youth Services only.

Note: Whenever the abbreviation I.C.F./M.R. is used in this specification, it will designate intermediate care facility/mental retardation regulations as a part of federal Medicaid regulations.

CLASS TITLE:

Qualified Mental Retardation Professional

CLASS NUMBER:

65275

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level classification works under direction & requires thorough knowledge of Medicaid/I.C.F./M.R. guidelines, laws, rules & regulations & state licensure standards in order to coordinate development & implementation of client-based habilitation programming (e.g., individual habilitation plan), act as chairperson of inter-disciplinary team meeting in order to coordinate comprehensive delivery of services (e.g., speech, medical, pharmacy, educational, psychiatry, social services, psychology, vocational) to clients who have mental retardation &/or developmental disability & supervise assigned staff.

<u>CLASS TITLE:</u> Qualified Mental Retardation Professional	<u>CLASS NUMBER:</u> 65275	<u>BARGAINING UNIT:</u> 022
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Coordinates overall development & implementation of client-based habilitative programming (e.g., individual habilitation plan (IHP); individual program plan (IPP); individual behavior guidelines) & acts as chairperson of inter-disciplinary team meetings in order to coordinate comprehensive delivery of services (e.g., speech, medical, pharmacy, social services, psychology, psychiatry, vocational, educational) & model appropriate behavior/intervention to assigned caseload of 8-30 clients, supervises assigned staff (e.g., residential care supervisors; hospital aide coordinators; therapeutic program workers; teachers; activity therapy specialists; juvenile correctional officers; social workers) in delivery of services, trains staff in effective delivery of training techniques/methods, ensures habilitative services & documentation meet requirements (e.g., Medicaid/I.C.F./M.R.) & maintains accurate records of program implementation, reviews programs to determine effectiveness/compliance & initiates modifications/corrective action if necessary.

Conducts periodic rounds of cottages/modules/units/buildings or other active treatment locations to ensure proper implementation of programming & to monitor staff (e.g., therapeutic program workers) in proper documentation, appropriate client interactions & compliance with Medicaid/I.C.F./M.R. regulations & standards; acts as chairperson of team meetings to review, analyze & modify 30/90 day & annual reviews of client habilitation plans to include review of information prior to team meetings, chairing meetings, facilitation of discussion, development of goals & objectives for clients, prioritization of goals & objectives, proofreading minutes of meetings & writing of individual programs, changes to &/or modifications of client programs on ongoing basis & correction of deficiencies; participates in mock surveys of facilities; recommends proposed policies & procedures.

Coordinates client home visits, transfers (i.e., inter/intra facility) & discharges to ensure efficiency; acts as relief residential care supervisor &/or assists therapeutic program workers in training clients; attends meetings, training, workshops & seminars; serves on committees & task forces; acts as liaison with client families, guardians, case management staff &/or community-based staff; prepares reports, forms & correspondence related to clients & staff assigned; assists with coordination of youth admissions & releases.

MAJOR WORKER CHARACTERISITICS:

Knowledge of Medicaid/I.C.F./M.R. laws, rules, regulations & guidelines & state licensure standards*; Department of Mental Retardation & Developmental Disabilities policies & developmental center policies, or Department of Youth Services policies & juvenile facility policies*; supervisory principles & techniques; employee training & development; psychology; sociology; public relations; special education; rehabilitation counseling; management. Skill in use of calculator; personal computer. Ability to act as chairperson of inter-disciplinary team meetings; facilitate discussion & analyze/modify habilitation plans; gather multi-faceted data (e.g., psychology, social services, medical) & formulate individual habilitation plans; deal with many Medicaid/I.C.F./M.R. regulations & determine specific course of action; calculate fractions, decimals & percentages; maintain accurate records; comprehend & discuss highly complex psychological, sociological, medical & social service material.

(*) Developed after employment.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Per Federal Register, Vol. 53. No. 107, Section 453.430, applicants must have at least one yr. of experience working directly with persons with mental retardation or other developmental disabilities & is one of following:

- Doctor of Medicine or Osteopathy
- Registered Nurse
- Individual who holds at least a bachelor's degree in professional human services category (e.g., Psychology, Education, Anthropology).

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to clients/consumers who display unpredictable & sometimes aggressive behavior; may be required to work second or third shift; may work variable schedule; may be expected to perform temporary duties away from developmental center location to assigned caseload (e.g., community training facility, school, medical group).