



RICHCROFT

Person Centered Planning Coordinator

Department: Residential Services

Date Most Recent Update: 9/1/22

GENERAL DESCRIPTION OF POSITION:

Under the direct supervision of the Residential Quality Manager (RQM), has primary responsibility for enhancing the quality of supports to persons served in Residential Services through a holistic person centered planning process and approach. Leads the person centered planning process to ensure person centered plans (PCP) accurately reflect the person's abilities, desires, challenges and support needs. Ensures the PCP meets regulatory and compliance requirements. Ensures the funding is requested in order for persons to receive the required level of support. Is responsible for ensuring effective implementation and quality delivery of services. Is responsible for aiding the achievement of targeted outcomes related to improving census and expanding services.

PRIMARY JOB FUNCTION(S):

1. Coordinates all activities related to the Person Centered Planning process to ensure compliance with COMAR regulations, LTSS requirements, and internal procedures.
2. Attends Person Centered Planning meetings including preparation meetings, annual meetings and interim meetings, as needed.
3. Works with the Residential Quality Manager to identify funding needs for potential admissions and for current persons served who may require additional short or long term supports.
4. Tracks the Person Centered Planning process to ensure implementation and documentation adheres to regulations.
5. Maintains a list of services provided to all persons supported and notes changes in plans including the date of the change and service units throughout the year.
6. Supports the Residential Quality manager as needed with the review of LTSS and acceptance of services. Compares requested service units as outlined in each person's plan as submitted to data entered into LTSS and confirms accuracy. Follows up with the Residential Quality Manager and/or the Coordinator of Community Services to discuss discrepancies before accepting the plan.
7. Collaborates with applicable team members, including the nurse, Day Services staff, Residential Supervisors, Program Managers, Residential Quality Manager, etc as it relates to the Person Centered Planning process, implementation, data collection, and information updates.
8. Reviews and updates the person's iCareManager record annually and as changes occur throughout the year.
9. Uses all available technology for the completion of specified job duties.
10. Demonstrates knowledge of, and compliance to state and agency regulations and requirements. Is able to articulate these to stakeholders.



11. Contributes to a work atmosphere in a manner which is positive, enthusiastic, respectful, and courteous.
12. Attends work regularly according to assigned work schedule and in accordance with Agency policy. Attends and participates in in-service training, staff meetings and other activities to facilitate professional development.
13. Works cooperatively with others including all staff, supervisors, administrators, co-workers, persons supported, community professionals, customers, vendors, and the public. Works independently, follows instructions, and abides by Agency policies and procedures.
14. Ability to work some evenings and weekends.
15. Assumes other duties, responsibilities and special projects as needed.

REQUIREMENTS:

EDUCATION: High School Diploma/ GED; Associates Degree, preferred from an accredited college with a concentration in education, psychology, social science or a related field.

EXPERIENCE:

1-3 years professional experience providing person centered planning and program compliance for people with intellectual and developmental disabilities.

Proven understanding and passion for person centered planning and DDA PCP and service authorization processes.

Experience providing community services to the IDD community is preferred.

Must have reliable transportation and an acceptable driving record as determined by criteria established by the Richcroft's insurance carrier and by the Agency policy.

Must be proficient in data entry and be detail oriented.

In depth working knowledge in MS Outlook, Word, and Excel.

Experience in LTSS and iCareManager, a plus.

NOTE: At the discretion of the Director of HR and CEO, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.