

Job Description

POSITION	
Job Title: Director of Community Based Services	Reports to: Chief Operating Officer
Department: Community Based Services	FLSA Status: Salary, Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Position Summary: The Director of Community Based Services is responsible for the development, implementation and oversight of Damar's community-based services including program quality, audit, staffing and financial processes and outcomes. The Director ensures that all services provide adhere to appropriate governing body and referral source standards including, but not limited to, Medicaid, Commercial Insurance, DCS, and Choices.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> Effectively communicates standards to team members for creation and modification of programing/procedures. Assists with consultation and service to other clinical programs though Damar. Will ensure the Community Based Programming is provided steady growth while maintaining a foundation of quality. <p>Active</p> <ul style="list-style-type: none"> Performs documentation editing and formatting to meet state standards. Attends mandatory staff meeting and other meetings as assigned. Actively participates in and/or oversees data collection and the use of data to improve outcomes, practices and service delivery. Performs other duties as assigned. <p>Mission Driven</p> <ul style="list-style-type: none"> Works closely with Damar's PQI department to ensure quality assurance audits of the community-based program occur. Maintains positive and appropriate relationships with external stakeholders of Damar. Adheres to all policies and procedures as defined in the Employee Handbook and Damar Operational Policies and Procedures Manual. Completes and updates mandatory training and other licensure related items in a timely manner. Completes incident reports, including reporting any suspected exploitation, abuse, or neglect of a client. Utilizes data collection in relation to driving and tracking outcomes and achieving agency initiatives and goals. Shows initiative by identifying solutions to work towards improving stakeholder satisfaction. Prioritizes duties in a manner consistent with organizational objectives and growth. <p>Accountable</p> <ul style="list-style-type: none"> Continually reviews governing standards and produces timely and high-quality responses to RFPs and other appropriate service opportunities that meet the needs of Damar clients. Ensures that the agency meets its quality improvement, evaluation and reporting requirements. Maintains documentation that is accurate and legible. Ensures programing meets financial benchmarks. <p>Respectful</p> <ul style="list-style-type: none"> Takes pride and ownership in Damar's facilities and assigned work areas. Seeks the best use of materials, equipment and staff to maximize efficiency and effectiveness. Acts as a good steward of Damar and/or client finances. Respects the culture, diversity and rights of all clients, their families and the community. 	
SKILLS AND ABILITIES	
<p>Education: Master's degree required preferably in social work, psychology, counseling or applicable discipline with a minimum of 2 years social work or counseling experience.</p>	
<p>Experience:</p> <ul style="list-style-type: none"> Minimum of 2 years of experience working with children with challenging behaviors, developmental and/or emotional disabilities is desired. Minimum of 8 years' experience with supervisory and/or quality assurance experience. 	

Equipment Familiarity: Proficiency with MS Office applications including: Word, Excel, Outlook and PowerPoint.

Certifications, Licenses or Special Training:

- Minimum age of 21 depending on program and / or department requirements.
- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier (for all positions requiring driving).
- Successful completion of pre-employment drug screen and physical required.

Abilities:

- Ability to follow and execute specific oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Knowledge and self-awareness of personal bias.
- Demonstrate respect for cultural, ethnic, spiritual and linguistic diversity and values including differences in personal goals, lifestyle choices and varying family backgrounds and histories.
- Ability to pass and maintain Therapeutic Crisis Intervention (TCI) certification if working in children's residential home/unit licensed by Dept. of Child Services (DCS).
- Ability to physically manage and restrain clients when necessary, including ability to assist in lifting, maneuvering, and physically supporting individuals up to 200 pounds; ability to lift up to 35 pounds.

PHYSICAL DEMANDS

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 15lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job, and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request an accommodation or assistance are responsible for notifying the Agency of their request and engaging in interactive communication with Damar to determine available options.

WORK ENVIRONMENT

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

ACKNOWLEDGMENT

Damar has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Damar reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I acknowledge that I have read the job description and requirements for the Director of Community Based Services position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Updated: 5/6/2021

Job Description

POSITION	
Job Title: Care Coordinator	Reports to: Director of Community Based Services
Department: Community Based Services	FLSA Status: Salary; Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Summary: The Care Coordinator is responsible for ensuring the care being provided within the program and upon client discharge meet the standards agreed upon by Damar Services and the state of Indiana. This person will monitor data surrounding education, training, behavior management, and discharge criteria. This person will also assist the treatment team in implementing treatment in all areas to ensure accurate completion of all quality assurance measures.	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> Serves as a member of Damar Services' interdisciplinary team. Attends mandatory staff meeting and other meetings as assigned. Attends weekly treatment team meetings. <p>Active</p> <ul style="list-style-type: none"> Gathers data on all target areas identified as required by the contract. Presents data to Unit Director/state representative on quality assurance measures. Assists families with obtaining services in the patient's local community. Ensures that each patient has scheduled appointments upon discharge. Assists in providing education and support to families in preparation for discharge. Helps connect families with resources in the family's local community. Provides crisis intervention on the unit as needed. Provides modeling and role-play opportunities to assist in training direct support professionals. Utilizes data collection in relation to driving and tracking outcomes and achieving Agency initiatives and goals. Utilizes sound judgment when providing conflict resolution with parents, caregivers, professionals and staff members. Performs other duties as assigned. <p>Mission Driven</p> <ul style="list-style-type: none"> Takes pride and ownership in Damar's facilities and assigned work areas. Ensures that the Agency meets its quality improvement, evaluation and reporting requirements. <p>Accountable</p> <ul style="list-style-type: none"> Ensures that each child's treatment plan includes implementation of treatment plan and Individualized Education Plan. Adheres to all policies and procedures as defined in the Employee Handbook and Damar Operational Policies and Procedures Manual. Completes and updates mandatory training and other licensure related items in a timely manner. Maintains documentation that is accurate and legible. Completes incident reports, including reporting any suspected exploitation, abuse, or neglect of a client. Actively participates in and/or oversees data collection and the use of data to improve outcomes, practices and service delivery. <p>Respectful</p> <ul style="list-style-type: none"> Communicates appropriately by responding in a timely manner to emails and to phone calls/texts messages/voicemails on Damar-issued cell phone. 	
SKILLS AND ABILITIES	
Education: <ul style="list-style-type: none"> Bachelor's degree required 	
Experience: <ul style="list-style-type: none"> Minimum 2 years' experience in social services 1 year of experience in a hospital setting preferred 	
Equipment Familiarity: <ul style="list-style-type: none"> Proficiency with MS Office applications including Word, Excel, Outlook and PowerPoint. 	

Certifications, Licenses or Special Training:

- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier.
- Successful completion of pre-employment drug screen and physical required.

Abilities:

- Ability to communicate effectively and sensitively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Ability to provide effective and positive leadership to assigned team.
- Exhibits a positive and energetic demeanor and attitude consistent with the Damar philosophy and approach to client care.

PHYSICAL DEMANDS

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 35lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request an accommodation or assistance are responsible for notifying the Agency of their request and engaging in interactive communication with Damar to determine available options.

WORK ENVIRONMENT

Work is performed primarily in a standard office and classroom environment with extensive internal and external stakeholder contact.

ACKNOWLEDGMENT

Damar has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Damar reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I acknowledge that I have read the job description and requirements for the Quality Care Coordinator position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Updated: 5.10.21

Job Description

POSITION	
Job Title: Program Manager	Reports to: Director of Community Based Services
Department: Community Based Services	FLSA Status: Salary, Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Position Summary: The Program Manager is responsible for directing the development, implementation and evaluation of clinical programming including leading and monitoring treatment services and actively promoting the agency's philosophy in the delivery of services. The Program Manager serves as a member of Damar's interdisciplinary team and is responsible for development, implementation and evaluation of clinical programming as well as direct management of all specialized care partners across the program. The essential job duties and responsibilities of the Program Manager are in accordance with Damar's Strategic Plan and requirements by licensure.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> Serves as an active member of an interdisciplinary treatment team by attending and participating in monthly treatment reviews and weekly service line meetings. Attends mandatory staff meetings, LTM, IEP/Case Conferences, Child and Family Team meetings, and other meetings as assigned. Attends mandatory staff meeting and other meetings as assigned. <p>Active</p> <ul style="list-style-type: none"> Ensures program implementation, coordination, monitoring, documentation, evaluation and revision of behavior plans as warranted for all clients in treatment. Oversees external relationships with regulatory bodies, including, but not limited to DCS Clinical team and licensing. Manages all employee functions for specialized care partners including recruitment, on the job training, coaching and mentoring, performance appraisals, and performance management functions. Responsible for purchasing, staffing, and overtime budgets. Maintains staff schedules and handles call-offs, schedules replacement staff and manages PTO requests while managing overtime (OT) as well as scheduling of staff activities (i.e., client transports, trainings, meetings, etc.) to ensure staffing levels achieve operational objectives. Collaborates with IBI and support services including HR, PQI, Dietary, and medical records to meet program expectations. Sends weekly updates to program team including all known medical appointments, transports, and family time plans. Communicates weekend and holiday staffing and client plans to relevant teams to ensure quality programming. Works with safety specialists to ensure the health and safety of all clients in treatment. Supervises and participates in routine room searches to identify and remove items prohibited by program rules. Ensures clients have clothing and personal items in accordance with program rules. Communicates weekend and holiday staffing and client plans to relevant teams to ensure quality programming. Supervises and develops standards for appropriate and timely documentation. Develops and conducts training programs with staff concerning treatment issues. Ensures program locations are following the program schedule and have all necessary supplies for service delivery. Monitors psychotropic medication implementation and changes in dose in conjunction with behavioral programming in coordination with consulting physicians and psychiatrists. Works closely with the Director of Quality and Compliance to ensure timely and quality services are delivered every day to every client in care. Keeps abreast of current treatment technology, literature, practices and regulations, and assures that Damar's clinical services meet best practice standards. Works closely with clinicians and the psychologist to prepare and present final reports. Performs other duties as assigned. <p>Mission Driven</p>	

- Acts as a good steward of Damar and/or client finances.
- Takes pride and ownership in Damar's facilities and assigned work areas.
- Shows initiative by identifying solutions to work towards improving stakeholder satisfaction.
- Prioritizes duties in a manner consistent with organizational objectives and growth.
- Seeks the best use of materials, equipment and staff to maximize efficiency and effectiveness.
- Ensures that the agency meets its quality improvement, evaluation and reporting requirements.

Accountable

- Adheres to all policies and procedures as defined in the Employee Handbook and Damar Operational Policies and Procedures Manual.
- Ensures all client/unit documentation, including but not limited to staff assignment sheets, behavior tracking sheets, progress notes, bed check logs, daily staff inspections with work orders (environment of care), fire and tornado drills are completed timely and turned in to medical records.
- Utilizes data collection in relation to driving and tracking outcomes and achieving agency initiatives and goals.
- Actively participates in and/or oversees data collection and the use of data to improve outcomes, practices and service delivery.
- Completes incident reports, including reporting any suspected exploitation, abuse, or neglect of a client.
- Completes and updates mandatory training and other licensure related items in a timely manner.
- Maintains documentation that is accurate and legible.

Respectful

- Respects the culture, diversity and rights of all clients, their families and the community.
- Ensures that all activities, services and programs through Damar are conducted in a manner that is sensitive to and shows respect for the cultural and ethnic diversity for all Damar clients.
- Interacts professionally with parents, school and medical personnel, and coordinates clinical services between Damar, school, clinics, and family as warranted.

SKILLS AND ABILITIES

Education: Must possess **one** of the following:

- Bachelor's Degree combined with two years of full-time experience working with neuropsychiatric or behavioral challenges and/or individuals identifying with the DD/ID population
- Associate degree or 48 completed credit hours combined with three years of full-time experience working with neuropsychiatric or behavioral challenges and/or individuals identifying with the DD/ID population OR
- A High School Diploma/GED combined with five years of full-time experience working with neuropsychiatric or behavioral challenges and/or individuals identifying with the DD/ID population

Experience: One year of people management experience required, in combination with one option from Education section.

Equipment Familiarity:

- Proficiency with MS Office applications including: Word, Excel, Outlook and PowerPoint.
- Use of laptops, smart phones, and tablets.
- Experience with electronic medical records system and e-learning system preferred.

Certifications, Licenses or Special Training:

- Minimum age of 21 depending on program and / or department requirements.
- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier (for all positions requiring driving).
- Successful completion of pre-employment drug screen and physical required.

Abilities:

- Ability to follow and execute specific verbal and written instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Ability to streamline procedures and create systems for smoother work flow.
- Program planning and implementation skills.
- Knowledge of Indiana Code and other related regulatory guidelines that govern residential services.
- Ability to intercede or mediate when conflict arises with internal and external stakeholders.
- Skill in organizing resources and establishing priorities.
- Demonstrate respect for cultural, ethnic, spiritual and linguistic diversity and values including differences in personal goals, lifestyle choices and varying family backgrounds and histories.

- Therapeutic Crisis Intervention (TCI) training is required, certification is preferred but not required.

PHYSICAL DEMANDS

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 35lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request an accommodation or assistance are responsible for notifying the Agency of their request and engaging in interactive communication with Damar to determine available options.

WORK ENVIRONMENT

Work is performed primarily in a standard office and classroom environment with extensive internal and external stakeholder contact.

ACKNOWLEDGMENT

Damar has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Damar reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I acknowledge that I have read the job description and requirements for the CNPCC Program Manager position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Updated: 5.11.21

Job Description

POSITION	
Job Title: Behavior Clinician	Reports to: Director, Community Based Services
Department: Community Based Services	FLSA Status: Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Position Summary: The Behavior Clinician is responsible for providing direct behavior management consultation services to clients, staff members, and family members. These services include client observation, the development and documentation of specific behavior management plans, direct intervention with clients, education and training for staff, crisis intervention, and service coordination, among others.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> • Attends mandatory staff meeting and other meetings as assigned. • Attends psychotropic medication appointments with clients and families/staff members (if applicable). <p>Active</p> <ul style="list-style-type: none"> • Provides comprehensive functional assessment of behavior for each client served. • Provides training for staff regarding behavior management plans/approaches. • Implements, coordinates, monitors, documents, evaluate, and revise behavior programs as approved by the Level I provider. • Provides crisis intervention as necessary. • Interacts with clients to demonstrate respect, acknowledgment of rights, and dignity at all times. • Keeps abreast of current treatment technology, literature, practices, and regulations. • Works in collaboration with the Department of Child Services and other providers. • Attends Child and Family Team meetings and court hearings when invited. • Completes timely monthly reports that outline clients progress toward treatment goals. • Performs other duties as assigned. <p>Mission Driven</p> <ul style="list-style-type: none"> • Takes pride and ownership in Damar's facilities and assigned work areas. • Seeks the best use of materials, equipment and staff to maximize efficiency and effectiveness. • Acts as a good steward of Damar and/or client finances. • Shows initiative by identifying solutions to work towards improving stakeholder satisfaction. • Prioritizes duties in a manner consistent with organizational objectives and growth. <p>Accountable</p> <ul style="list-style-type: none"> • Provides written documentation of behavior management service via monthly reports. • Submits documentation (behavior plans, monthly notes, ISP, quarterly updates, etc.) per behavior management policy. • Maintains prescribed level of productivity. • Will adhere to all policies and procedures as defined in the Employee Handbook and Damar Operational Policies and Procedures Manual. • Completes and updates mandatory training and other licensure related items in a timely manner. • Maintains documentation that is accurate and legible. • Completes incident reports within 24 hours of knowledge, including reporting any suspected exploitation, abuse, or neglect of a client. • Completes daily utilization reports within 24 hours of service. <p>Respectful</p> <ul style="list-style-type: none"> • Respects the culture, diversity and rights of all clients, their families and the community. • Interacts professionally with parents, teachers, staff, and other providers. 	
SKILLS AND ABILITIES	
<p>Education: Master's degree in psychology, social work, or special education. License highly preferred.</p>	

Experience: Directly relevant applied experience in the implementation of behavioral interventions and working with individuals with intellectual difficulties.

Equipment Familiarity: Proficiency with MS Office applications including: Word, Excel, Outlook and PowerPoint.

Certifications, Licenses or Special Training:

- Minimum age of 21 depending on program and / or department requirements.
- License preferred.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier (for all positions requiring driving).
- Successful completion of pre-employment drug screen and physical.
- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.

Abilities:

- Knowledge of working with children diagnosed with Autism Spectrum Disorder, Intellectual and/or Developmental disabilities.
- Ability to follow and execute specific verbal and written instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Knowledge and self-awareness of personal bias.
- Knowledge of current best practice model in maladaptive replacement behaviors.
- Demonstrate respect for cultural, ethnic, spiritual and linguistic diversity and values including differences in personal goals, lifestyle choices and varying family backgrounds and histories.
- Ability to pass and maintain Critical Moment Training (CMT) certification.
- Ability to physically manage and restrain clients when necessary, including ability to assist in lifting, maneuvering, and physically supporting individuals up to 200 pounds; ability to lift up to 35 pounds.
- Ability to walk, sit, stand, for long periods of time. May also be required to stoop, bend, squat, push, pull, run, kneel and have full dexterity and agility.
- Budgeting knowledge and skills.
- Procedural analysis.
- Ability to multi-task.

PHYSICAL DEMANDS

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 35lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request an accommodation or assistance are responsible for notifying the Agency of their request and engaging in interactive communication with Damar to determine available options.

WORK ENVIRONMENT

Work is performed primarily in the clients' home or community locations with extensive stakeholder contact.

ACKNOWLEDGMENT

Damar has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Damar reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I acknowledge that I have read the job description and requirements for the Behavior Clinician position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Updated: 8.13.21

Job Description

POSITION	
Job Title: Intensive Behavioral Intervention Specialist	Reports to: Director of Community Based Services
Department: Community Based Services	FLSA Status: Salary, Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Position Summary: Responsible for providing direct behavior management consultation services to clients, staff members, and family members. These services include client observation, the development and documentation of specific behavior management plans, direct intervention with clients, education and training for staff, and service coordination, among others.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> Participate in mandatory "Clinician on Call" (COC) rotation. Duties include answering calls pertaining to client behavioral safety, and providing face to face reassessment daily, while on rotation. Attends mandatory staff meeting and other meetings as assigned. <p>Active</p> <ul style="list-style-type: none"> Provides comprehensive functional assessment of behavior for each client served. Maintains prescribed level of productivity. Provides training for staff regarding behavior management plans/approaches. Implements, coordinates, monitors, documents, evaluate, and revise behavior programs as approved by the Manager or Director. Interacts professionally with parents, teachers, staff, and other providers. Keeps abreast of current treatment technology, literature, practices, and regulations. Performs other duties as assigned. <p>Mission Driven</p> <ul style="list-style-type: none"> Takes pride and ownership in Damar's facilities and assigned work areas. Seeks the best use of materials, equipment and staff to maximize efficiency and effectiveness. Acts as a good steward of Damar and/or client finances. Shows initiative by identifying solutions to work towards improving stakeholder satisfaction. Prioritizes duties in a manner consistent with organizational objectives and growth. <p>Accountable</p> <ul style="list-style-type: none"> Provides written documentation of behavior management service via monthly reports. Submits documentation (behavior plans, monthly notes, etc.) in a timely fashion. Will adhere to all policies and procedures as defined in the Employee Handbook and Damar Operational Policies and Procedures Manual. Completes and updates mandatory training and other licensure related items in a timely manner. Maintains documentation that is accurate and legible. Completes incident reports, including reporting any suspected exploitation, abuse, or neglect of a client. <p>Respectful</p> <ul style="list-style-type: none"> Interacts with clients to demonstrate respect, acknowledgment of rights, and dignity at all times. Respects the culture, diversity and rights of all clients, their families and the community. 	
SKILLS AND ABILITIES	
<p>Education: Master's degree in psychology, social work, special education, or as identified in the 460 Indiana Administrative Code.</p> <p>Experience: Directly relevant applied experience in the implementation of behavioral interventions and working with individuals with intellectual difficulties preferred.</p>	

Equipment Familiarity: Proficiency with MS Office applications including: Word, Excel, Outlook and PowerPoint.

Certifications, Licenses or Special Training:

- Minimum age of 21 depending on program and / or department requirements.
- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier (for all positions requiring driving).
- Successful completion of pre-employment drug screen and physical required.

Abilities:

- Ability to follow and execute specific verbal and written instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Knowledge and self-awareness of personal bias.
- Demonstrate respect for cultural, ethnic, spiritual and linguistic diversity and values including differences in personal goals, lifestyle choices and varying family backgrounds and histories.
- Ability to pass and maintain Therapeutic Crisis Intervention (TCI) certification if working in children's residential home/unit licensed by Dept. of Child Services (DCS).
- Ability to physically manage and restrain clients when necessary, including ability to assist in lifting, maneuvering, and physically supporting individuals up to 200 pounds; ability to lift up to 35 pounds.

PHYSICAL DEMANDS

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 35lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request an accommodation or assistance are responsible for notifying the Agency of their request and engaging in interactive communication with Damar to determine available options.

WORK ENVIRONMENT

Work is performed primarily in a standard office and classroom environment with extensive internal and external stakeholder contact.

ACKNOWLEDGMENT

Damar has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Damar reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I acknowledge that I have read the job description and requirements for the Intensive Behavioral Intervention Specialist position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Updated: 4.22.21

Job Description

POSITION	
Job Title: Psychologist	Reports to: Director of Community Based Services
Department: Community Based Services	FLSA Status: Salary, Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Position Summary: The Psychologist is responsible for the development, implementation and evaluation of clinical treatment services. The Psychologist will directly supervise clinical staff, ensuring quality and quantity of services is provided to each and every family while working as a member of the interdisciplinary team.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> • Attends mandatory staff meeting and other meetings as assigned. • Serves as a member of Damar's interdisciplinary team, responsible for development, implementation and evaluation of clinical treatment services. <p>Active</p> <ul style="list-style-type: none"> • Ensures implementation, coordination, monitoring, documentation, evaluation and revision of behavior programs as warranted for all youth clients and families in residential treatment. • Develops and conducts training programs with staff concerning treatment issues. • Ensures completion of evaluations, the provision of comprehensive functional assessments, and the documentation of efficient and effective treatment and behavioral plans Provide crisis intervention and crisis consultation as necessary. • Keeps abreast of current treatment technology, literature, practices and regulations, and assures that Damar's clinical services meet best practice standards. • Provides 30-day diagnostic services and works closely with clinicians and psychologist to prepare and present final report. • Reviews and conducts risk assessments for children on suicide and self-injurious behavior precautions before final removal from precaution status. • Performs psychological testing as needed or required. • Leads feedback meetings after comprehensive psychological evaluation is complete. • Accepts consultation referrals from departments outside of children's residential treatment when needed. • Performs other duties as assigned. <p>Mission Driven</p> <ul style="list-style-type: none"> • Shows initiative by identifying solutions to work towards improving stakeholder satisfaction. • Prioritizes duties in a manner consistent with organizational objectives and growth. • Seeks the best use of materials, equipment and staff to maximize efficiency and effectiveness. • Acts as a good steward of Damar and/or client finances. • Takes pride and ownership in Damar's facilities and assigned work areas. • Ensures that the agency meets its quality improvement, evaluation and reporting requirements. <p>Accountable</p> <ul style="list-style-type: none"> • Adheres to all policies and procedures as defined in the Employee Handbook and Damar Operational Policies and Procedures Manual. • Completes and updates mandatory training and other licensure related items in a timely manner. • Maintains documentation that is accurate and legible. • Completes incident reports, including reporting any suspected exploitation, abuse, or neglect of a client. • Actively participates in and/or oversees data collection and the use of data to improve outcomes, practices and service delivery. • Utilizes data collection in relation to driving and tracking outcomes and achieving agency initiatives and goals. <p>Respectful</p> <ul style="list-style-type: none"> • Respects the culture, diversity and rights of all clients, their families and the community. • Ensures youth and families receive regular, timely and comprehensive needs assessments that include cultural and linguistic preferences such as language, spiritual affiliation, dietary and dress requirements, gender roles and other cultural variables that may impact treatment and services. 	

- Interacts professionally with parents, school and medical personnel, and coordinates clinical services between Damar, school, clinics, and family as warranted.

SKILLS AND ABILITIES

Education: Doctoral degree in clinical or counseling psychology (Ph.D./Psy.D)

Experience: Minimum of 5 years of directly relevant applied experience in the treatment of individuals with developmental disabilities who have emotional or behavioral issues is required.

Equipment Familiarity: Proficient in conducting psychological assessments including test administration, scoring and interpretation.

Certifications, Licenses or Special Training:

- Health Service Provider in Psychology endorsement (or HSPP eligible within 1 year).
- Some lifting and/or physical management of individuals who exhibit challenging behaviors may be required.
- Minimum age of 21 depending on program and / or department requirements.
- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier (for all positions requiring driving).
- Successful completion of pre-employment drug screen and physical required.

Abilities:

- Ability to follow and execute specific verbal and written instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Ability to streamline procedures and create systems for smoother work flow.
- Ability to intercede or mediate when conflict arises with internal and external stakeholders.
- Skill in organizing resources and establishing priorities.
- Demonstrate respect for cultural, ethnic, spiritual and linguistic diversity and values including differences in personal goals, lifestyle choices and varying family backgrounds and histories.
- Therapeutic Crisis Intervention (TCI) training is required, certification is preferred but not required.

PHYSICAL DEMANDS

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 35lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request an accommodation or assistance are responsible for notifying the Agency of their request and engaging in interactive communication with Damar to determine available options.

WORK ENVIRONMENT

Work is performed primarily in a standard office and classroom environment with extensive internal and external stakeholder contact.

ACKNOWLEDGMENT

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I acknowledge that I have read the job description and requirements for the Psychologist position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Update: 5.11.21

Job Description

POSITION	
Job Title: Physician/Medical Director	Reports to: Chief Operating Officer
Department: Community Based Services	FLSA Status: Salary, Exempt
Job Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	Supervisory Responsibilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Summary: The Medical Director is responsible for the ensuring supervision of medical and nursing services to children and adults served by Damar, in accordance with Damar's Strategic Plan and requirements by licensure.	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<p>Dependable</p> <ul style="list-style-type: none"> Provides supervision and guidance to nursing staff to appropriate medical services to Damar clients. Serves as a member of the interdisciplinary team. <p>Active</p> <ul style="list-style-type: none"> Ensures that all activities, services and programs through Damar are conducted in a manner that is sensitive to and shows respect for the cultural and ethnic diversity for all Damar clients. Oversees client health records and ensures recording keeping is compliant with HIPAA and other regulatory standards. Schedules and assists with physician, clinic and dental visits as necessary. Reviews medication usage, medical logs and condition of medicine storage. Ensures completion of client health care forms or health related information, such as client support plans and prescription, medications and information forms. Conducts periodic training for staff as needed. Attends mandatory staff meeting and other meetings as assigned. Actively participates in and/or oversees data collection and the use of data to improve outcomes, practices and service delivery. Performs other duties as assigned. <p>Mission Driven</p> <ul style="list-style-type: none"> Ensures that health-related procedures and related policies are followed accurately throughout all areas of Damar. Collaborates with HR to schedule, administer and document TB testing for employees. Ensures that the agency meets its quality improvement, evaluation and reporting requirements. Utilizes data collection in relation to driving and tracking outcomes and achieving agency initiatives and goals. Completes incident reports, including reporting any suspected exploitation, abuse, or neglect of a client. Prioritizes duties in a manner consistent with organizational objectives and growth. Serves as liaison between Damar and public-school nurses, physicians and psychiatrist involved in client care. Shows initiative by identifying solutions to work towards improving stakeholder satisfaction. <p>Accountable</p> <ul style="list-style-type: none"> Recommends changes to health-related policies and procedures to ensure compliance with all applicable regulations. Assures timely quarterly nursing exams are conducted in ICFs/MR as required by regulations. Completes and updates mandatory training and other licensure related items in a timely manner. Maintains documentation that is accurate, legible and thorough. Seeks the best use of materials, equipment and staff to maximize efficiency and effectiveness. <p>Respectful</p> <ul style="list-style-type: none"> Takes pride and ownership in Damar's facilities and assigned work areas. Acts as a good steward of Damar and/or client finances. Respects the culture, diversity and rights of all clients, their families and the community. 	
SKILLS AND ABILITIES	
Education: Must have license to practice in Indiana. Must have an M.D.	

Experience:

- Minimum of 3 years of experience working with neuropsychiatric or behavioral challenges and/or individuals identifying with the DD/ID population preferred.
- Minimum of 1 year of experience managing and leading a team of people to successful outcomes.

Equipment Familiarity: Proficiency with MS Office applications including: Word, Excel, Outlook and PowerPoint.

Certifications, Licenses or Special Training:

- Must have MD & license to practice in Indiana.
- Minimum age of 21 depending on program and / or department requirements.
- Must meet and maintain background screening requirements for all Damar Programs as detailed in policy 1.HR.02 Pre-Employment and Employee Background Checks.
- Valid Indiana driver's license and driving record that meets eligibility requirements of Damar's insurance carrier (for all positions requiring driving).
- Successful completion of pre-employment drug screen and physical required.

Abilities:

- Ability to follow and execute specific verbal and written instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Knowledge of current trends and research in the use of psychotropic medications with individuals with developmental disabilities preferred.
- Knowledge of federal Medicaid regulations for ICFs/MR.
- Demonstrate respect for cultural, ethnic, spiritual and linguistic diversity and values including differences in personal goals, lifestyle choices and varying family backgrounds and histories.
- Therapeutic Crisis Intervention (TCI) training is required, certification is preferred but not required.

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I acknowledge that I have read the job description and requirements for the Director of Nursing position and I certify that I can perform these functions.

Employee Signature: _____

Date: _____

Date Created/Updated: 10/5/21