

Avenues Job Description

- Position:** QIDP/Self Directed Assistant (SDA)
- Qualifications:** 4-year degree in social services field and at least one year working directly with individuals with developmental disabilities. Passing all required Illinois Healthcare Workers Background Checks. Previous QIDP experience a plus.
- Mission:** QIDP is responsible for assisting persons served with reaching their goals and the provision of quality services.

Example of Responsibilities:

- Assist in arranging for, directing and managing Home Based Support services
- Educate and direct families on anything related to PSWs
- Provide information to ensure that participants understand the responsibilities involved with directing their services
- Counsel persons served, parents and families on Medicaid redetermination and completion of forms
- When necessary, assist with monthly budgeting allotment and funding allocation management
- Provide education on benefits and services that may be available
- Meet with the person served, family and parents as requested
- Keep accurate and up to date files on all persons served
- At least monthly review service file
- Assist and provide skills training for the employer of record with developing their implementation strategy
- Keep a chronological log of activities performed for audit purposes
- Assist in acquiring needed medical supplies through insurance or other measures
- Assist with utilities and other benefits such as energy assistance, Lifeline, Meals on Wheels etc.
- Assist with food, clothing and household needs when finances are low or absent
- Act as liaison to governmental, funding and accreditation bodies when appropriate
- Keep informed of current trends and issues affecting persons served;
- Attend seminars and other training sessions for the purpose of career growth and development
- Provide training to Avenues staff as needed
- Advocate on behalf of the persons served when necessary
- Perform other duties as required or assigned

Desired Leadership Skills:

- Outstanding organizational skills
- Effective team member
- Self-motivated and directed
- Good communication skills (written and verbal)
- Work well with all levels throughout the agency
- Client centered

Exempt Status: No, per the federally mandated threshold for non-exempt employees

Reports To: Director of Admissions

Responsible For:

This description effective February 2019 and supersedes all previous

For more information or to apply for this position, [Contact Avenues](#). In the Comments box, type in "QIDP Position"