

The Arc Greater Hudson Valley New York

POSITION DESCRIPTION

Prog./Dept.: Community Services and Inclusion (C.S.I.) **Date Approved:** 12/21/2022
Title: CSI OMH Provider **Approval Signature:**
Reports to: Coordinator C.S.I. **Designation:** Non-Exempt

PURPOSE OF POSITION:

The CSI OMH Provider does meaningful activities with people we support who reside in the community. These services take place in or out of the person we support’s home and is delivered on an individual basis. Typical service types are respite. The services are designed to provide oversight and guidance to people supported so they can partake in their community the fullest extent possible. The CSI OMH Provider will also assist the CSI Coordinator with activities that are clerical in nature.

EXPECTATIONS:

Maintain positive work atmosphere by behaving and communicating in a manner that gets along with people we support, collaterals, and staff.

Relate the Agency’s mission statement and core values to daily responsibilities, interactions, and decision making.

Adhere to the Agency’s Code of Conduct, Code of Ethics, Code of Professionalism, and Policies and Procedures.

Maintain valid licenses (including but not limited to driving, as applicable), certification, or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment.

Assume responsibility for the care and wellbeing of the people we support in the absence of their family member or caregiver.

Act as a companion to the people we support(s), providing activities that are meaningful to the people we support.

Carry out assigned duties as requested by the program supervisor and or the parent/caregiver.

RESPONSIBILITIES:

1. Schedule service delivery times that meet the needs of the people we support and his/her family
2. Contemporaneously maintain accurate records regarding service delivery, utilizing the program software, such as dates, service delivery times, etc.
3. Submit records to supervisor as per program policy.
4. Maintain other records or summaries as required.
5. Responsible for monies allotted and records of same.
6. Develop and implement activities with their people supported. These activities need to be in accordance with the people’s needs and desires.

7. Maintaining equipment/supplies as assigned.
8. Van maintenance and scheduling.
9. Picking up/dropping off paperwork between Sullivan and Orange County locations.
10. Assisting the CSI Coordinator in the monthly billing process, to include monitoring paperwork is complete and all providers have submitted timely.
11. Participate in the intake process of children referred to our OMH In Home Respite program.

QUALIFICATIONS:

High School Diploma/GED preferred, OMH and MR/DD experience is preferred.

Maintain valid licenses (including driving license, as applicable), certifications, or any other credentials that are required or necessary to carry out the responsibilities of the position upon and throughout employment.

DESIGNATION: Driver Non-driver

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

I have reviewed and understand the expectations and responsibilities as outlined above.

Signature: _____ Date: _____

12/2022