



Position Title: Qualified Developmental Disabilities Professional (QDDP) Trainer

Duties and Responsibilities

Qualified Developmental Disabilities Professionals (QDDPs) work to help provide quality training and infrastructure to our DD population and staff. A **QDDP** is responsible for all programmatic documentation, including assessments, Individual Service/Program Plans (ISP/IPP), behavior plans, goal tracking, periodic reviews and quality assurance reviews. They are also responsible for team meeting documentation and staff training management.

The QDDP leader will work closely with the Program Manager, Residential Leadership and Human resources to ensure the proper training and development of new and current team members as well as support quality assurance and compliance measures, as follows:

- Manage DSP staff training and the onboarding competency exams and training for all newly hired Direct Support Staff.
- Structured evaluation to post-test DSP proficiency within first 3 months
- Work closely with Human Resources leadership to development continuous training and instruction modules in compliance with DBHDS standards, HCBS and Human Rights regulations.
- Support the hiring process for selecting new DSP team members.
- Assist with the quality assurance and compliance regulations of residential staff.
- Audit DD Individuals' record books; uphold VA standard procedures and policies in compliance with Medicaid, KIDS mission and with respect to the treatment process.
- Complete Service Authorizations and submit for client's approval
- Assist in planning of services by developing Individualized Support Plan
- Responsible for ensuring client files are in compliance with Medicaid, agency mission and policy with respect to the treatment process.
- Make recommendations and referrals during discharge planning.
- Facilitate trainings on treatment topics.
- Responsible for providing treatment recommendations of quality and individualized to meet the individual needs of clients that he/she supervises.
- Model and teach problem-solving techniques.
- Available for 24-hour crisis intervention and support for counselors
- Attend interagency meetings
- Review resumes, conduct interviews, complete orientation for DSP staff.
- Coordinate 1:1 staff reviews and assist with professional development plans
- Coordinate with Residential Leadership to hold monthly team meetings and training topics.
- Maintain accurate knowledge of DMAS, DBHDS, Human Rights, Home and Community Based Service requirements to maintain compliance standards.

Required Trainings and Education

- Hold a Human Services eligible 4-year bachelor's degree
- Take the required DSP Supervisory trainings and tests annually under DBHDS standards
- Maintain up-to-date American Red Cross or American Heart Association CPR and First Aid certification.
- 1 year of behavior management (Crisis Wave), and successful completion of a criminal history and central registry background investigation.
- 2 years of service to Developmental Disabilities (DD) Population
- Valid driver's license

Job Types: Full-time

COVID-19 considerations:

We've added safety guidelines in accordance with Virginia's Department of Health and Behavioral Services, Office of Integrated Health, along with Centers for Disease Control. We wear personal protective equipment on duty and engage in social distancing.