



The disAbility Resource Center
of the Rappahannock Area, Inc.
409 Progress Street, Fredericksburg VA 22401
540-373-2559 (Voice) 540-373-5890 (TTY)
1-800-648-6324 (Voice or Relay) 540-373-8126 (Fax)
Website: www.cildrc.org

EMPLOYMENT OPPORTUNITY CD Service Facilitator

Service Facilitator for Consumer Directed Medicaid Waiver Services. The Service Facilitator is responsible for supporting individuals and family/caregiver by ensuring the development and monitoring of the Consumer-Directed Services Plan of Care, providing employee management training, and completing ongoing review activities as required by DMAS for consumer-directed personal care and respite services.

The CD Service Facilitator must possess a minimum of an undergraduate degree, preferred in a human services field, or be a RN currently licensed to practice in the Commonwealth of Virginia. The Service Facilitator must be 18 years of age or older. In addition, the CD Service Facilitator must have two years of satisfactory experience in the human services field working with persons with severe disabilities or the elderly. The CD Service Facilitator must possess a combination of work experience and relevant education that indicates possession of the following knowledge, skills, and abilities.

a. Knowledge of:

- (1) Types of functional limitations and health problems that are common to different disability types and the aging process, as well as strategies to reduce limitations and health problems;
- (2) Physical assistance typically required by people with severe physical disabilities or elderly persons, such as transferring, bathing techniques, bowel and bladder care, and the approximate time those activities normally take;
- (3) Equipment and environmental modifications that are commonly used and required by people with physical disabilities or elderly persons, which reduce the need for human help and improve safety;
- (4) Various long-term care program requirements, including nursing home and assisted living facility placement criteria, Medicaid waiver services, and other federal, state, and local resources that provide personal assistance and respite services;
- (5) DMAS consumer-directed personal care aide and respite services program requirements, as well as, the administrative duties for which the individual will be responsible;
- (6) Conducting assessments (including environmental, psychosocial, and functional factors) and their uses in care planning;
- (7) Interviewing techniques;
- (8) The recipient's right to make decisions about, direct the provisions of, and control his or her services, including hiring, training, managing, approving time sheets, and firing a personal care aide;
- (9) The principles of human behavior and interpersonal relationships; and
- (10) General principles of record documentation.

b. Skills in:

- (1) Negotiating with individuals and service providers;
- (2) Observing, recording, and reporting behaviors;
- (3) Identifying, developing, and providing services to persons with severe disabilities or elderly persons; and
- (4) Identifying services within the established services system to meet the recipient's needs.

c. Ability to:

- (1) Report findings of the assessment or onsite visit, either in writing or in an alternative format for persons who have print impairments;
- (2) Demonstrate a positive regard for individuals and their families;
- (3) Be persistent and remain objective;
- (4) Work independently, performing position duties under general supervision;
- (5) Communicate effectively both orally and in writing; and
- (6) Develop a rapport and communicate with different types of persons from diverse cultural backgrounds.

Full time, 8:30 a.m. – 5:00 p.m., occasional night/weekend work. Computer literacy a must. Driver's license and/or reliable transportation necessary. Familiarity/personal experience with or sensitivity to people with disabilities essential. Paid vacation and sick leave. Persons with disabilities are encouraged to apply. EOE. Respond with a resume or letter of interest and dRC employment application by April 30, 2011 to PAS, disAbility Resource Center, 409 Progress St. Fredericksburg, VA 22401. Fax: 540-373-8126. E-mail dfults@cildrc.org.