



## **AWS Job Descriptions** (Listed alphabetically by program name)

### **Day Services/A. Wayne Advantage**

#### *Teachers*

Provides training to clients in all identified areas and functions as part of the interdisciplinary team. Must be willing to flex schedule according to client's needs. Experience working with children or adults with developmental disabilities preferred. High school diploma or equivalent.

### **Employment Services**

#### *Job Coach*

Provides training and support services to people with disabilities working in community job sites. High school diploma or equivalent and work experience required. Experience working with people with disabilities preferred.

#### *Employment Consultant*

Develops employment positions in the community for people with disabilities. Three (3) years experience in the business world -- preferably in management or a supervisory role. College degree and/or some experience working with people with disabilities preferred.

### **Group Homes**

#### *Group Home Trainers*

Provides training to the clients in all identified areas and functions as part of the interdisciplinary team. Must be willing to flex schedule according to the client's needs. Some college preferred. Must have high school diploma or GED. Experience working with children or adults with developmental disabilities preferred.

#### *Nurse*

Supervises health services for the agency and provides staff training and direct intervention to meet the health care needs of the clients in Residential Services. Experience in community nursing. Certifications to administer Mantoux testing. Experience working with individuals with developmental disabilities or mental illness.

#### *Group Home Manager*

Coordinates and manages the operation of the group home. Supervises staff and provides active treatment for the clients. Bachelor's degree preferred. Must have some college. Two years experience working with individuals with developmental disabilities. Supervisory experience required.

#### *QMRP*

Coordinates the services of the Residential Program with other AWS programs and those community agencies with which the resident may be involved in order to integrate all service components into an orderly delivery of services. Assists with the daily operation of the group home. Bachelor's degree in Human Services field, plus one year of experience working the developmentally disabled population, preferably in a residential setting.

## **Infant & Toddler Services**

### *Developmental Therapist*

Incorporates parent/caregiver involvement in order to encourage follow-through and intervention of the developmental skills in all aspects of the child's daily life (Birth - 3 years). Bachelors and/or Masters degree and/or Doctorate degree in special education, deaf education, elementary education, early childhood or Child Development, Licensed as Registered Nurse, or related field with special education teaching license and 12 months supervised early intervention experience.

### *Physical Therapist*

Promotes sensomotor skills through enhancement of musculoskeletal status, neuro behavioral organization, perceptual and motor development, cardiopulmonary status and effective environmental adaptation for children birth to 3 years. Must be registered with the American Physical Therapy Association and certified by the Medical Licensing Board of Indiana.

### *Occupational Therapist*

Addresses functional needs of the child (Birth - 3 years) in various developmental domains, particularly related to adaptive development, behavior and play, and sensory, motor and postural development. Must be registered with the American Occupational Therapy Association and certified by the Medical Licensing Board.

### *Speech Therapist*

Identify or diagnose communicative or oral lingual disorders and delay in the development of communication services and provide therapeutic intervention for children birth - 3 years. Must be licensed by the Indiana Speech Pathology and Audiology Board.

### *Registered Nurse*

Provide professional services relevant to the medical needs of the child (birth to 3 years) through direct service intervention or consultation in accordance with the child's IFSP. Must be a licensed registered nurse.

### *Dietician*

Develop and implement appropriate plans to address the nutritional needs of eligible children, ages birth to 3 years old, based upon findings of a nutritional assessment. Certified Registered Dietitian through the Indiana Certification Dietitians Board.

### *Family Therapist*

Provide professional services relevant to the psycho/social needs of the child (birth to 3 years) through direct service intervention or consultation in accordance with the child's IFSP. Certified Marriage and Family Therapist (CMFT) certified under IC 25-23.6 and 839 IAC 1.

### *Social Worker*

Provide services to assess and/or provide direct services to assist in meeting the developmental needs of the child (birth to 3 years).

### *Service Coordinator Associate*

Assist and enable infants, toddlers and their families to have access to services provided under Missouri's early intervention program, First Steps. Fulfill the role of Intake and Service Coordinator for the purpose of First Steps definitions.

High School Diploma or GED. A parent with direct experience/involvement in Part C services. Meet provider enrollment qualifications for a Service Coordinator Associate.

#### *Service Coordinator*

Assist and enable infants, toddlers and their families to have access to services provided under Missouri's early intervention program, First Steps. Fulfill the role of Intake and Service Coordinator for the purpose of First Steps definitions. Serve as the lead SPOE representative and "offeror of services" in the IFSP process.

Bachelor's degree in one of the following: Early Childhood Special Education, Early Childhood Education, Elementary Education, Child/Human Development, Social Work, Public Health, Sociology, Nursing, Psychology. Must meet provider enrollment qualifications for a Service Coordinator.

#### *Lead Service Coordinator*

Assist and enable infants, toddlers and their families to have access to services provided under Missouri's early intervention program, First Steps. Fulfill the role of Intake and Service Coordinator for the purpose of First Steps definitions. Serves as a trainer and a support to Service Coordinators.

Bachelor's degree in one of the following: Early Childhood Special Education, Early Childhood Education, Elementary Education, Child/Human Development, Social Work, Public Health, Sociology, Nursing, Psychology. Meet provider enrollment qualifications for a Service Coordinator. Demonstrated leadership ability.

#### *Administrative Assistant (Data Entry/Support Personnel)*

Assist with SPOE administrative, operational, and record keeping requirements as required herein. Manage the day-to-day administrative functions required of a SPOE office operation (customer contact (phone/email/mail, etc), filing, document preparation, data entry).

High school diploma or equivalent. Excellent organizational and communication skills. Experience with Microsoft office applications.

#### *SPOE Director*

Maintain operational functions of the System Point of Entry (SPOE). Facilitate program development through staff training, assessment of the needs of families and providers, and serve as an active participant in the early intervention community. Responsible for over-all program oversight including program marketing, and all administrative functions associated with operating the assigned regional SPOE.

Supervise, train, and manage personnel, assign responsibilities, meet deadlines, establish and implement an early intervention plan for the region, analyze data regarding utilization of early intervention services, and work with parents, local organizations, early intervention service providers and state agency personnel. Identify and resolve any problems regarding the operation of the SPOE. Ensure all service coordinators are trained to function in both an intake and on-going service coordination role. Responsible for implementation of any corrective actions issued by the state agency resulting from compliance monitoring by the state agency and child complaint decisions and due process hearing decisions. Assist the state agency with investigation of provider and/or child complaint issues raised in the region. Serve as an ad hoc member of the Regional Interagency Coordinating Council (RICC) for the region(s) awarded. Responsible for reviewing a service coordinator's decision

regarding family cost participation as provided in the Missouri State Regulations for Implementing Part C of IDEA.

Bachelor's degree in one of the following: Early Childhood Special Education, Early Childhood Education, Elementary Education, Child/Human Development, Social Work, Public Health, Sociology, Nursing, Psychology. At a minimum, two years management experience including developing budgets, strategic planning, and supervising. At a minimum, some experience in an early intervention program. Meet provider enrollment qualifications for Service Coordinator.

## **Supported Living**

### *Program Coordinator*

Ensures quality, health and safety and client centered approaches for individuals in community living services. Supervises, supports and trains staff as they assist individuals served. Ensures compliance with federal, state and local regulations while expanding opportunities for persons served to participate in community life as they choose. Bachelor's degree in human services and one (1) year experience working with developmentally disabled people.

### *Personal Assistants*

Provides support and assistance to people served with developmental disabilities in their own home. Assists people served in expanding their opportunities to participate in community life as they choose. Assists people in learning new skills and having new life experiences. Experience working with people with developmental disabilities preferred. Must have high school diploma or equivalent

### *Team Leader*

Performs all the functions of a Personal Assistant and assists the Program Coordinator in supervising, supporting and training Personal Assistants and in ensuring quality of services provided and the health and safety of the individual served. Experience working with people with developmental disabilities preferred. High school diploma or equivalent.

### *Supported Living Supervisors*

Coordinates and manages the operation of Supported Living homes. Supervises staff and provides a meaningful day for the clients. Two years experience working with individuals with mental retardation. A minimum of 1-year supervisory experience.

## **Supported Employment Follow Along (SEFA) / Supported Living**

### *Trainer*

Assist SEFA program coordinators with all phases of residential training, community integration and/or vocational training in accordance with the guidelines of the Family and Social Services Administration. High school diploma; experience with people with disabilities preferred.

### *Program Coordinator*

Ensures quality, health and safety and client centered approaches for individuals in community living services. Supervises, supports and trains staff as they assist individuals served. Ensures compliance with federal, state and local regulations while expanding opportunities for persons served to participate in community life as they choose. Bachelor's degree in human services and one (1) year experience working with developmentally disabled people.

*Team Leader*

Provides support and assistance to people served with developmental disabilities in their own home. Assists people served in expanding their opportunities to participate in community life as they choose. Assists people in learning new skills and having new life experiences. Assists the Program Coordinator in supervising, supporting and training Personal Assistants and in ensuring quality of services provided and the health and safety of the individual served. Experience working with people with developmental disabilities preferred. High school diploma or equivalent.