

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ADULTS WITH DISABILITIES PROGRAM SUPERVISOR

Grant Funded Position

QUALIFICATIONS:

- (1) Associate's Degree, from an accredited College and two years, verifiable experience working directly with individuals receiving services or related experience.
- (2) Directly related experience may substitute on a year-for-year basis for the required college education.
- (3) A minimum of two (2) years' supervisory experience.
- (4) Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience working with grants and knowledge of the project application. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to understand budgets and work within program budget. Possess solid organizational and strong written and interpersonal communication skills with the ability to build effective relationships with school and community personnel.

REPORTS TO:

FTC Director

JOB GOAL

To provide leadership in the planning, implementation, budgeting, delivery, and evaluation of the Adults with Disabilities (AWD) Grant and the Agency for Persons with Disabilities (APD) Medicaid provider requirements.

SUPERVISES:

All AWD personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Write, manage, coordinate, and oversee administration of program to include: staffing, budget, billing, client records, program accountability and yearly staff evaluations.
- * (2) Coordinate educational activities for Adults with Disabilities using a Person-Centered Approach in alignment with Adult Individual Education Plans (AIEP).
- * (3) Observe all federal, state and district rules, policies and laws related to the designated programs. Maintain strictest confidentiality; adhere to all FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) guidelines/regulations
- * (4) Develop and maintain Policies and Procedures required by APD & DOE AWD Grant. Maintain compliance with the Medicaid Provider Handbook and oversee the DOE AWD Grant requirements. Maintain daily Medicaid Provider Documentation in the iConnect web-portal
- * (5) Maintain Medicaid Clearinghouse Background Screening requirements for all Direct Care Staff and keep employee roster up-to-date.

AWD Supervisor (Continued)

- * (6) Responsible for all aspects of provider agreements between ACHA (Florida Agency for Health Care Administration) and APD
- * (7) Process Medicaid Waiver Invoices for CDC+ and submit billing in the ACHA web-portal. Coordinate EFTs with school finance department.
- * (8) Oversee and approve payroll for all AWD staff and coordinate staff re-positioning for ratio compliance when there is absentee staff.
- * (9) Maintain compliance with new APD Licensure Requirements. (as of 10/01/2024)
- * (10) Determine disciplinary action for disruptive clients in the program.
- * (11) Attend all required federal, state, and local funding related meetings as well as APD meetings.
- * (12) Coordinate and attend mandatory staff trainings, and required in-service training programs.
- * (13) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code: 3

Salary Lane: Professional PAIZ

Approved 11/19/2024