

EOC

Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE: BROKER/ SELF-DIRECTION COORDINATOR

PROGRAM OPWDD

REPORTS TO: DIRECTOR OF OPWDD

MAJOR RESPONSIBILITIES

The Broker/ Self-Direction Coordinator (SDC) will assist individuals with intellectual disabilities and their families in developing, utilizing, and maintaining their self-direct services. The SDC is responsible for implementing services as listed in the approved budget and assisting in paying for approved goods and services. This position requires a high degree of customer service and ensures best practices are carried out to achieve service effectiveness and efficiency.

DETAILED RESPONSIBILITIES

- Assist individuals and families in the development and maintenance of the SD Budget
- Review and update the SD Budget, PCP, and Hab. Plans.
- Assist with recruitment and hiring of staff
- Assist the individual and families with expenditures.
- Work with individuals and brokers to initiate and complete the self-direction process.
- Read and respond to emails within 24 hours
- Return all voice mails within 24 hours
- Serve as liaison between Individual, broker, and OPWDD
- Monitor individual's budget utilization
- Provide staff recruitment and payroll assistance to self-hired staff.
- Schedule launch and team meetings as required.
- Completes all assignments on time.
- Preparation of statistical data.
- Attend ISP meetings and update DDP2 as required
- Review Habilitation Plan and Safeguards at least every six months and/or as necessary
- Review and correlate the Self-direct staff attendance, time-sheet, and service documentation.
- Ensures that services are related to listed outcomes
- Monitor quality of services delivered to individuals i.e., completion of self-monitoring tool, satisfaction questionnaire. \

I have read and understand job description.

PRINT NAME: Date:

Employee Signature Required

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- Keeps abreast of changes in field.
- Performs other related duties as requested.

QUALIFICATIONS:

- Must be a certified broker with a valid broker identification number.
- Ability to follow instructions and respond to managements' directions accurately and efficiently.
- Demonstrates accuracy and thoroughness. Monitors own work to ensure quality is met.
- Must demonstrate exceptional communication skills.
- Must be able to work independently with minimal supervision, prioritize work activities and use time efficiently.
- Must be able to maintain confidentiality.
- Must be able to demonstrate and promote a positive team-oriented environment.
- Must be able to stay focused and concentrate under regular or heavy distractions.
- Must maintain a professional and clean appearance consistent with company standards.

- ❖ Required
- ❖ **Valid New York Driver’s License and Insured Vehicle with 100/300 Bodily Injury Liability**
- ❖ **You must be Fully vaccinated for COVID-19 with proof.**

EDUCATION/TRAINING/EXPERIENCE

- ◆ **BA and experience working in the OPWDD field.**
- ◆ **Bi-lingual (Spanish) Preferred.**

CATEGORY:

- ◆ **NON-EXEMPT**

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