



## The Arc of Central Alabama Job Posting

<b>Job Title: Qualified Developmental Disability Professional (QDDP)</b>	<b>Job Code: QDDP09012019</b>
<b>Department:</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Department Head</b>	
<b>Work Schedule: Monday-Friday 7:30am- 4pm, must be flexible</b>	

### Job Duties:

- Responsible for the quality of training provided to the people we serve in the Residential Program
- Completes and reviews all residential records to ensure reports, releases, plans, and forms are properly filed
- Administrative duties as assigned, serves on Clinical Records Committee
- Observe staff training with individuals we serve

### Knowledge, Skills, and Abilities Required:

- Four-year degree from an accredited college in Human Service-related field
- Experience in worked with IDD (intellectual and developmental disabilities) is a plus
- Knowledge of mental health terminology, behavioral challenges, and diagnoses that may impact intellectual and developmental disabilities population
- Must have basic computer skills including Microsoft Office suite
- Clinical documentation skills
- Solid verbal communication skills

### Physical Requirements:

- Must also be able to do basic lifting, such as boxes of office and training supplies
- Must be able to do the following when assistance is needed: lift individuals for such things as assisting with toileting needs performing hygienic tasks assisting individuals with ambulatory needs

Email resume to: [jobs@arcofcentralalabama.org](mailto:jobs@arcofcentralalabama.org) or complete application and apply in person at:

The Arc of Central Alabama

5348 Oporto Madrid Blvd S Birmingham, AL 35210

Office hours: 7:30 a.m. – 4:00 p.m

EOE/M/F/Vet/Disabled