



THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

Job Title: Qualified Developmental Disability Professional (QDDP)	Job Code: QDDP09012019
Department: 13	FLSA Status: Non-Exempt
Reports to: Director of Clinical Services/Coordinator of Clinical Services	
Work Schedule: Monday-Friday 7:30am- 4pm, must be flexible	

Job Duties:

- Participate in the Person-Centered Planning Process
 - Conduct pre-meetings
 - POM interviews
 - Participate in person-centered meetings and special team meetings
- Complete monthly progress notes
- Complete annual assessments/consent/releases
- Develop quality day and/or residential training objectives for the people we serve
- File PCP's and supporting documents in the person-served residential binder
- Observe staff training with people we serve
- Perform other duties as assigned by supervisor

Knowledge, Skills and Abilities Required:

- Must have a bachelor's degree from an accredited college/ university in Human Service related field
- Experience working with people with intellectual disabilities preferred
- Must have knowledge of mental health terminology, behavioral challenges and diagnoses that may impact intellectually and developmentally disabled population
- Must have working computer skills (Microsoft Outlook, Excel, Word)
- Must have clinical documentation experience
- Must have excellent written and verbal communication skills
- Must be able to pass pre-employment screening

Physical Requirements:

- Position requires basic lifting (boxes of office and training supplies)

Apply online at www.arcsofcentralalabama.org/about/careers/ or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210. **Resume must be included with application submission.**

EOE/M/F/Vet/Disabled