



## The Arc of Central Alabama: Job Posting

<b>Job Title: Qualified Developmental Disability Professional (QDDP)</b>	<b>Job Code:</b>
<b>Department: Medical Services</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Director of Clinical Services/Coordinator of Clinical Services</b>	
<b>Work Schedule: Monday-Friday 7:30am- 4pm; Must be flexible</b>	

### Job Duties:

- Participate in the Person-Centered Planning (PCP) process
  - Conduct pre-meetings
  - POM interviews
  - Participate in person-centered and special team meetings as needed
- Complete monthly progress notes
- Complete annual assessments/consent/releases
- Develop quality day and/or residential training objectives for people served
- File PCP's and supporting documentation in residential binders of people served
- Observe staff training of people served
- Perform other duties as assigned

### 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 experience (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.arcofcentralalabama.org/about/careers/](http://www.arcofcentralalabama.org/about/careers/) or in person.

Blount County 615 Fairgrounds Ave; Oneonta, AL 35121

Jefferson County 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

EOE/M/F/Vet/Disabled