



THE ARC OF JEFFERSON COUNTY JOB POSTING NOTICE

Job Title: QDDP	Job Code: QDDP02012017
Department:	FLSA Status: Non-Exempt
Reports to: Department Head	
Work Schedule: Monday-Friday 8am- 5pm, must be flexible	

Job Duties:

- Responsible for the quality of training provided to consumers 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 consumers.

Knowledge, Skills and Abilities Required:

- Four-year degree from an accredited college in Human Service related field.
- Experience working with individuals with intellectual disabilities 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 typing, excel and word.
- 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 or application to: jobs@arcofjeff.com or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, Al 35212.

EOE/M/F/Vet/Disabled