PROGRAM SPECIALIST – OHIO

Job Responsibilities:  The Program Specialist is responsible for coordinating the delivery of community living and related services to MR/DD individuals residing in Aspen Community Living managed homes. The Program Specialist reports to the Branch Manager.

- Schedules, trains and supervises HHAs to provide personal care services and supports for community living in accordance with individual ISPs
- Coordinates visits to individual residences, auditing documentation and other procedures to ensure compliance with administrative and state requirements
- Coordinates communications through regular visits to consumers home
- Monitors employee time records and resident records to ensure accuracy in billing and administration
- Coordinates services with other agencies
- Ensures that individual residents’ rights are observed
- Assists the Branch Manager in developing policies and procedures and in developing staff training curriculum.
- Assists the Branch Manager in interviewing and selection of staff

Requirements:

To be considered for a Program Specialist position, candidates must:

- Bachelor’s degree or equivalent in a Human Services related field.
- Willingness to work flexible hours to include evenings and weekends.
- Valid Ohio Driver’s License and good driving record.
- CPR and First Aid training.

The above is an abbreviated outline of responsibilities and requirements. Additional requirements will be described during interviews and upon hire.