

(PD-59307) Community Integration Manager

PD No.: PD-59307

POSITION DESCRIPTION

To edit an approved Position Description scroll to the bottom of the form and press "Update PD."
Click "OK" in the pop-up window that appears to reset the approval process.

Team: Dept Behavioral Health/Develop

Position Title and Number:* BHD00452
Position No: BHD00452

Agency - Parent:* Dept Behavioral Health/Develop

Agency:* Dept Behavioral Health/Develop

Agency Number:* 720

Department: ASSISTANT COMM FACILITY OPER

Work Location:* Southeastern Va Training Centr

Occupational Family:* Health and Human Services

Working Title:* Community Integration Manager

Job Title & Code:* Prog Admin Specialist II
Role Title: Prog Admin Specialist II

SOC Code:

Employee Level:* Supervisor

Does employee supervise 2 or more employees (FTEs)?:* Yes No

FLSA Status:* Exempt

Statement of Economic Interest (SOEI):* Yes No

Is this a sensitive position?:* Yes No

Position Designation:* Essential

EEO:* B - Professionals

Is this position eligible for telework?:* Yes No

WORK DESCRIPTION

PD Effective Date:* Apr 15, 2025

Purpose of Position:* This position will work with Central Office Leadership to coordinate the implementation of policies, procedures, regulations, and other initiatives related to ensuring individuals residing in a Training Center or behavioral health hospital are served in the most integrated setting appropriate to their needs and desires. This position will be located at Southeastern Virginia Training Center (SEVTC) and travel to other facilities as needed to provide support and direction for transition/discharge operations for individuals with developmental disabilities. This position has complete access to all client and patient-related protected health information.

Organizational Objectives:* To support and implement the agency and system vision and values, the DBHDS Integrated Strategic Plan, and related policies. To ensure that each individual with a developmental disability residing at a Training Center (TC) or behavioral health hospital is served in the most integrated setting appropriate to meet each individual's needs consistent with the Americans with Disabilities Act and the United States Supreme Court's decision in Olmstead v. L.C.

Additional Agency Information:

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
15	<ul style="list-style-type: none"> • Provides supervision for the SEVTC Community Integration Discharge Coordinator • Expectations are clear, well communicated and relate to the goals and objectives of the department or unit • Staff receives frequent, constructive feedback and coaching, including interim evaluations as appropriate; • Staff has the necessary knowledge, skills, and abilities to accomplish goals and are evaluated for competency throughout the evaluation cycle • The requirements of the performance planning and evaluation system are met and evaluations are completed by established deadlines with proper documentation; • Performance issues are addressed and documented as they occur in accordance with the Standards of Conduct; • Unsatisfactory attendance and punctuality are addressed and documented as they occur in accordance with the Attendance Policy and the Standards of Conduct; • Works to continuously improve safety in all areas and ensure that all tasks are carried out in a safe and efficient manner complying with established safety regulations; balancing quality, cost, and safety to achieve positive results; and • Staff has completed all mandated training requirements unless documented. 	Essential
35	<ul style="list-style-type: none"> • Works collaboratively and communicates any system level concerns to Facility Services Leadership. • Provides support and direction for transition/discharge operations at SEVTC and Hiram Davis Medical Center (HDMC) for individuals with developmental disabilities, • Co-facilitates bi-monthly community integration status meetings at SEVTC to provide guidance and resolve barriers related to community integration efforts • Participates in Pre Move meetings at SEVTC and HDMC and other meetings related to discharge and individual supports • Conducts Post Move Monitoring visits, as needed, to ensure the provision of all health and safety supports when individuals are discharged from SEVTC and HDMC to community homes • Maintains list of families reluctant to community placement, and ensures referrals are made to the appropriate DD Services or Facility Services consultants • Reviews all cases that involve the PST determination that an individual should remain in or move to a non-integrated setting. • Serves as point of contact for all matters related to individuals discharged from closed training centers (SWVTC, NVTC, SWVTC and CVTC). • Reviews Post Move Monitoring Reports and Discharge Planning and Discussion Records at SEVTC and HDMC to ensure accuracy • Ensures accurate completion of the Incident Review Follow Up Process for individuals discharged from SEVTC • Ensures individuals meeting SA criteria are referred to the Regional Support Team (RST) for review and recommendations, per established criteria. • Works with the Department of Medical Assistance Services (DMAS) regarding individuals receiving out of state residential support 	Essential
35	<ul style="list-style-type: none"> • Provides ongoing training to both internal/external stakeholders. • Develops, revises, and ensures training related to community integration and the mandates set forth in DI 216 are completed by new employees and annually by all SEVTC staff. • Works with stakeholders to identify capacity needs and systems barriers. • Develops strategies to address concerns specifically in the areas of available options, community capacity and provider development to support individuals with intensive medical and/or behavioral needs. • Participates in monthly discharge planning and status meetings at eight (8) behavioral health hospitals, and VCBR as needed, and provides assistance to support discharge efforts • Collaborates with Transition Specialists and CSB hospital liaisons to resolve barriers to discharge from behavioral health hospitals. • Serves as a member of the Guardianship and Conservator Advisory Board. • Works with the Department for Aging and Rehabilitative Services (DARS) on matters related to the Public Guardianship and Conservator Program and the DBHDS ID/DD slot waitlist • Facilitates the process for returning individuals placed in out-of-state facilities back to Virginia • Communicates with community stakeholders, providers, families, DD Directors, CSB Support Coordinators, OL, OHR, CRCs and others regarding systems issues or updates in regulations and expectations • Provides ongoing training and mentoring to stakeholders as needed to ensure their knowledge and competency related to person-centered thinking implementation. • Monitors admissions and discharges to specialized group homes developed to serve individuals with intensive behavioral support needs • Works with CSBs to help identify and secure supports and services for individuals with complex care needs to prevent institutionalization 	Essential

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- Develops and maintains multiple reports related to discharge data.
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 - Audits the meeting process and gives constructive feedback to members of the Personal Support Teams (PST).
 - Oversees compliance with discharge related policies
 - Completes file audits and reviews documentation to ensure all discharge paperwork is in compliance with processes agreed upon under the Settlement Agreement.
 - Oversees quality and accuracy of ongoing discharge processes and annual planning documents.
 - Analyzes and trends data.
 - Facilitates action plans and quality improvement activities.
 - Analyzes data to identify gaps in care and proactively addresses gaps to reduce risks of re-admission, crises and other negative outcomes.
 - Maintains and disseminates data and information as requested for the General Assembly, Attorney General's Office, Department of Justice and other departments/agencies related to community integration and support
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Essential

Knowledge Skills and Abilities:*

Knowledge of: developmental and intellectual disabilities, case management and Social Work principles, Olmstead, terms of the settlement agreement, philosophy of most integrated setting, transitional and discharge planning; person centered principles (person-centered thinking and person-centered planning); Waiver Services, available community resources, State Human Service agencies and their roles, applicable federal, state and departmental regulations and policies including familiarity with Medicaid, Medicare, Social Security, SSI, and HIPAA.

Skills: Effective problem solving and critical thinking skills. Ability to collect information and complete documentation to include data collection, preparing reports, conducting needs assessments; and auditing charts.

Able to identify specific protections, supports, and services necessary for successful placement in a more integrated setting; as well as identify barriers to movement and develop attainable strategies to resolve issues. Communicate effectively verbally and in writing, interacting with culturally diverse individuals and with regard to socio-economic backgrounds, physical and intellectual disabilities, education religion and age. Serve as liaison between training center and other relevant stake holders (community service agencies; organized groups, individuals, families) to facilitate movement into the larger community. Ability to educate and train others, multi-task, implement directives, convene and conduct meetings, represent the facility formally with community partners; operate with minimum supervision; adhere to policies, standards, protocols, chain of command and agency policies.

Philosophy: Work product is consistent with the philosophy that with sufficient supports, all individuals can live in an integrated setting.

Additional Considerations:**Special Assignments:**

May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

Education, Experience, Licensure, Certification Required for Entry into Position:*

Experience working in case management services in the larger community and working in Intellectual Disability settings.

PHYSICAL DEMANDS

Light Lifting <20 lbs.:*	Essential
Time Engaged - Light Lifting <20 lbs.:*	Occasionally - 25%
Moderate Lifting 20-50 lbs.:*	Marginal
Time Engaged - Moderate Lifting 20-50 lbs.:*	Occasionally - 25%
Heavy Lifting >50 lbs.:*	Marginal
Time Engaged - Heavy Lifting >50 lbs.:*	Occasionally - 25%
Pulling/Pushing:*	Marginal
Time Engaged - Pulling/Pushing:*	Occasionally - 25%
Standing:*	Essential
Time Engaged - Standing:*	Frequently 25% - 75%
Bending:*	Essential
Time Engaged - Bending Time:*	Occasionally - 25%
Walking:*	Essential
Time Engaged - Walking Time:*	Frequently 25% - 75%
Climbing:*	N/A
Time Engaged - Climbing:*	None of the Time
Repetitive Movement:*	Essential
Time Engaged - Repetitive Movement:*	Frequently 25% - 75%
Sitting:*	Essential
Time Engaged - Sitting:*	Constantly 75% - 100%
Balancing:*	Essential
Time Engaged - Balancing:*	Occasionally - 25%
Reaching:*	Marginal
Time Engaged - Reaching Time:*	Occasionally - 25%
Static:*	Essential
Time Engaged - Static:*	Frequently 25% - 75%
Twisting:*	Marginal
Time Engaged - Twisting:*	Occasionally - 25%
Carrying:*	Marginal
Time Engaged - Carrying:*	Occasionally - 25%
Pulling Hand Over Head:*	Marginal
Time Engaged - Pulling Hand Over Head:*	Occasionally - 25%
Climbing Stairs/Ladders:*	Marginal

Time Engaged - Climbing Stairs/Ladders:*	Occasionally - 25%
Climbing Use of Legs/Arms:*	Marginal
Time Engaged - Climbing Use of Legs/Arms:*	None of the Time
Squatting:*	Essential
Time Engaged - Squatting:*	Occasionally - 25%
Kneeling:*	Marginal
Time Engaged - Kneeling:*	Occasionally - 25%
Repeat Bending/Stooping:*	Marginal
Time Engaged - Repeat Bending/Stooping:*	Occasionally - 25%
Crawling:*	N/A
Time Engaged - Crawling:*	None of the Time
Finger Movement:*	Essential
Time Engaged - Finger Movement:*	Constantly 75% - 100%
Both Hands Required:*	Essential
Time Engaged - Both Hands Required:*	Frequently 25% - 75%
Both Legs/Feet:*	Essential
Time Engaged - Both Legs/Feet:*	Frequently 25% - 75%
Other:*	N/A
Time Engaged - Other:*	None of the Time

EMOTIONAL DEMANDS

Avg. Pace:*	Essential
Time Engaged - Avg. Pace:*	Constantly 75% - 100%
Fast Pace:*	Essential
Time Engaged - Fast Pace:*	Frequently 25% - 75%
Few Stimuli or Routine:*	Marginal
Time Engaged - Few Stimuli or Routine:*	None of the Time
Frequent Change:*	Essential
Time Engaged - Frequent Change:*	Frequently 25% - 75%
Intense Customer Interaction:*	Essential
Time Engaged - Intense Customer Interaction:*	Frequently 25% - 75%
Multiple Priorities:*	Essential
Time Engaged - Multiple Priorities:*	Frequently 25% - 75%
Multiple Stimuli:*	Essential
Time Engaged - Multiple Stimuli:*	Frequently 25% - 75%
Mental - Muscle Coordination:*	Essential
Time Engaged - Mental - Muscle Coordination:*	Occasionally - 25%
Other:*	N/A
Time Engaged - Other:*	None of the Time

MENTAL/SENSORY DEMANDS

Depth Perception:*	Marginal
Time Engaged - Depth Perception:*	Occasionally - 25%
Vision Shades:*	Marginal
Time Engaged - Vision Shades:*	Occasionally - 25%
Vision Color:*	Marginal
Time Engaged - Vision Color:*	Occasionally - 25%
Memory:*	Essential
Time Engaged - Memory:*	Constantly 75% - 100%
Reasoning:*	Essential
Time Engaged - Reasoning:*	Constantly 75% - 100%
Hearing:*	Essential
Time Engaged - Hearing Time:*	Frequently 25% - 75%
Reading:*	Essential
Time Engaged - Reading:*	Constantly 75% - 100%

Analyzing:*	Essential
Time Engaged - Analyzing:*	Constantly 75% - 100%
Logic:*	Essential
Time Engaged - Logic:*	Constantly 75% - 100%
Verbal Communication:*	Essential
Time Engaged - Verbal Communication:*	Frequently 25% - 75%
Written Communication:*	Essential
Time Engaged - Written Communication:*	Frequently 25% - 75%
Other:*	N/A
Time Engaged - Other:*	None of the Time

USERS AND APPROVALS

NOTE: Enter the supervisor's name in the "Position Reports To" field. For the approval process, select the process the aligns with your business needs. The HR Reviewer is always the final approver in the process.

Position Reports To:* [Redacted]
[Redacted]

Approval process:* Approval - 1 Step

1. HR Reviewer:	[Redacted] ✓ Approved Apr 15, 2025
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Recruiter:* [Redacted]
[Redacted]