

Southern Ohio Council of Governments

POSITION DESCRIPTION

Title: Lawrence County MUI Coordinator

Requirements: Bachelor's degree in law enforcement, criminology, social work, or a related field. Eligible for Investigative Agent Certification through the Ohio Department of Developmental Disabilities. Ability to read, review, and analyze written material and data for compliance with local, state and Medicaid standards. Excellent communication and writing skills. Ability to work in a team-oriented environment. Experience in the area of developmental disabilities helpful. Must maintain a valid Ohio Driver's License and maintain a status of insurability for motor vehicle insurance. Reliable transportation a must. Bureau of Criminal Investigation background check required. Medical examination and drug screening required upon offer of employment.

Duties:

- Report allegations of abuse to DODD through the ITMS system within appropriate timeframes. Report allegations of abuse and neglect to Lawrence County Children Services and law enforcement when applicable.
- Report allegations of abuse or neglect within 24 hours to the individual, guardian, and licensed or certified provider as prescribed in the MUI rule.
- Assist the Investigative Agent as needed with abuse, neglect, and other MUI's per the procedures established by the SOCOG and the Lawrence County DD.
- Review all abuse, neglect, and other MUI's submitted to SOCOG by Lawrence County DD.
- Review initial reports for potential MUIs, determine if information meets MUI criteria, properly code MUI categories, and make required notifications to the SOCOG IA. This could also include travel to appropriate sites, conducting follow-up, reviewing physical evidence, etc.
- Work jointly with law enforcement, Job and Family Services offices, Lawrence County Service and Support Administrators and other agency staff, and Prosecutors.
- Maintain accurate case notes and Medicaid billing records.
- Provide testimony, affidavits, depositions, and other supportive information and materials when appropriate.
- Ensure the preventative actions and follow up actions the team established are completed.
- Prepare cumulative reports (trends and patterns) for Lawrence County DD and other involved agencies as described in the MUI rule. Review a representative sample of provider UI logs at least quarterly and ensure MUI rule is being followed.
- Assure compliance with DODD rules, local, state, and federal regulatory policies and procedures.
- Provide technical assistance to Lawrence County DD's staff, local agencies, etc. as requested.
- Provide MUI/Rights training and other training as needed to Lawrence County DD staff.
- Work as a team member to assure coordinated, effective relations between SOCOG/ Lawrence County DD staff, individuals, family members, providers, departments, and the SOCOG governing board.
- Maintain an attitude and conduct of appropriate social and moral behavior as a public servant.
- Understand and practice the professional code of ethics in keeping with confidentiality of information and materials with which he or she may come in contact.
- May require working under hazardous and potentially violent, threatening, or physically demanding conditions.
- Perform related MUI contact duties as required such as reviewing and logging UI/MUIs and ensuring immediate and appropriate action is taken to prevent further harm to the individual.
- Perform any other duties as assigned by supervisor.

Supervisor: Quality Services Supervisor

Location: This position will be located on-site at the Lawrence County Developmental Disabilities Board Office – 604 Carlton Davidson Lane, Coal Grove, OH 45638

Work Time: Up to 40 hours a week, overtime exempt, flexible hours based on operational need. On-call status: 24 hours, seven days per week.

Other: Duties may require working under hazardous and potentially violent, threatening, or psychically demanding conditions Bureau of criminal investigation background check required.