



Southern Tier Independence Center

Access your world.

Position Title	Self-Direction Fiscal Intermediary (FI) Services Director	HR USE ONLY	
Date Issued	1/2020	Hour Per Week/ Status	40 hours/week, full-time
Date Revised	11/2025	Hourly Rate	\$24.50
Reports to	Director of OPWDD Services	FSLA Status	Non-Exempt
Department	Self-Direction Fiscal Intermediary	Location	Main Office

Summary

The Self-Direction FI Coordinator leads STIC's Self-Direction program for OPWDD-eligible individuals, ensuring person-centered services that meet goals, follow regulations, and promote independence. This role works closely with individuals, their families, self-hired staff, Support Brokers, OPWDD, members of the Circle of Support and other stakeholders and oversees staff, budgets, documentation, and quality to keep the program effective and compliant.

Commented [HH1]: Revised to get closer to 400 character limit

Education and Experience

1. Bachelor's degree in human services or related field; and
2. Two years' experience working with individuals with Intellectual and Developmental Disabilities (I/DD) and their families; or
3. An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

1. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
2. Demonstrate professional work habits including dependability, time management, independence and responsibility.
3. Ability to communicate effectively, both orally and in writing.
4. Knowledge of ethical and professional responsibilities and boundaries
5. Must be detail oriented and have the ability to multi-task.
6. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
7. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
8. Valid Driver's License and reliable vehicle.

Essential Job Functions

1. Actively support STIC's mission, philosophy, and values and our pursuit of community integration for all people with disabilities.
2. Direct and oversee STIC's Self-Direction Fiscal Intermediary (FI) Program in accordance with all applicable STIC policies, OPWDD rules and regulations, Medicaid requirements, and other relevant state and federal laws and regulations.
3. Recruit, interview, train, schedule, supervise and evaluate the performance of applicable SDS FI department staff.
4. Develop, implement, and maintain policies and procedures to ensure program compliance, operational efficiency, and the delivery of high-quality, person-centered services.
5. Participate in Circle of Support, team, annual, and semi-annual Life Plan, and other meetings to address matters related to self-directed staffing, supports, and budget utilization, ensuring that services remain person-centered and compliant with OPWDD requirements.

6. Review and process service documentation including but not limited to daily documentation, monthly summary notes, expense reimbursement requests, Staff Action Plans, broker documentation and billing, Self-Hired Staff (SHS) timesheets, and related records to ensure accuracy, completeness, compliance with OPWDD and STIC requirements.
7. Work with individuals to create and manage self-direction budgets, ensuring appropriate allocation of funds. Monitor and review budget utilization to ensure financial compliance and proper use of self-directed funds and notify individuals of monthly usage and as needed regarding changes or concerns.
8. Ensure agency compliance with all OPWDD Housing Subsidy requirements by overseeing support for individuals living independently in the community, verifying eligibility and documentation, maintaining adherence to approved rent levels, and coordinating with Care Managers and provider agencies to ensure individuals retain control over their housing decisions.
9. Support individuals in the recruitment, hiring, training, and supervision of their Self-Hired Staff (SHS), ensuring all processes meet OPWDD and STIC compliance standards. Provide ongoing education and guidance to individuals who self-direct their own staff on topics including timesheet review, reimbursement, procedures, staff oversight, and the distinction between FI and individual responsibilities.
10. Act as a liaison between the consumer/advocate, broker, and Care Manager to facilitate communication.
11. Travel throughout Broome, Tioga and Chenango counties.
12. Occasionally work a flexible schedule that may include early mornings, evenings, and weekends.
13. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
14. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
15. Serve as a backup for other Self-Direction program staff and perform all other duties relevant to the position, as necessary or assigned.

Physical Requirements/Working Conditions

1. Ability to sit/stand throughout day to accomplish job
2. Ability to reach above shoulder level
3. Ability to turn/twist upper body
4. Ability to enter data, notes, and other documentation into a computer.
5. Must be able to travel throughout Broome, Tioga and Chenango counties, as needed.
6. Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____