



# Southern Tier Independence Center

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Position Title	Self-Direction Specialist	HR USE ONLY	
Date Issued	November 2024	Hour Per Week/ Status	35 hours/week Full- Time
Date Revised	January 2026	Hourly Rate	\$20.00/hour
Reports to	Self-Direction Fiscal Intermediary (FI) Services Director	FSLA Status	Non-Exempt
Department	Self-Direction	Location	Binghamton Office

### Summary

The Self-Direction Specialist works closely with Office of People with Developmental Disabilities (OPWDD)-eligible individuals, their families, and their Circle of Support team. They provide quality assurance and administrative support related to Self-Direction services. Additionally, the Self-Direction Specialist works collaboratively with the Self-Direction services team, and STIC's FI (Fiscal Intermediary) Director to ensure that a high-quality, person-centered program is provided to all individuals served.

### Education and Experience

1. Associates Degree in Human Services, or related field
2. Experience working with individuals with Intellectual and Developmental Disabilities (I/DD) and their families.

### Knowledge, Skills, and Abilities

1. Proficient in the use of all Microsoft Office applications (Excel, Work, 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 can 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. Conduct intakes and onboarding for new participants enrolling in STIC's OPWDD Fiscal Intermediary services
2. Review all service documentation for accuracy, completeness, and compliance with OPWDD, Medicaid, and FI requirements, including billing documentation for each individual, Self-Hired Staff (SHS), and brokers.
3. Participate in team, circle-of-support, and required annual and semi-annual Life Plan meetings to discuss issues related to self-directed staffing and/or supports and budget expenditures as appropriate.
4. Ensure that current budgets, invoices, budget amendments, and Staff Action Plans for individuals receiving services are developed, distributed, and maintained in accordance with agency standard and OPWDD rules and regulations.

5. Generate and review monthly expenditure and budget utilization reports; monitor all costs associated with budgets and address with individuals receiving services and their broker, as necessary.
6. Review and process timesheets and mileage/expense reimbursements for Self-Hired Staff.
7. Act as liaison between individuals receiving services, their advocates, brokers, and Care Managers to support coordination, communication, and continuity of services.
8. Support individuals in developing, managing, and modifying self-direction budgets, ensuring appropriate allocation of funds for services, staffing, and other supports. Monitor and review budget utilization to ensure financial compliance and proper use of self-directed funds.
9. Assist individuals with the recruitment, hiring, training, and supervision of their SHS, in accordance with self-direction principles and FI guidelines.
10. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
11. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
12. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
13. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
14. Perform all other duties relevant to the position as assigned.

#### **Physical Requirements/Working Conditions**

- Ability to sit/stand throughout day to accomplish job
- Ability to reach above shoulder level
- Ability to turn/twist upper body
- Ability to enter data, notes, and other documentation into a computer.
- Must be able to travel throughout Broome, Tioga and Chenango counties, as needed.
- 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](#).