



## Position Description

**Position Title:** Consultant – Mi Via  
**Reports to:** Mi Via Lead Consultant  
**FLSA Status:** Non-exempt  
**Position Status:** Part time

**General Purpose of Job:** To provide support to Participants electing to take part in Mi Via, the state of New Mexico’s self-directed waiver program, and work effectively in a team environment to assist a diverse group of individuals to be successful in determining and directing services, supports and purchase of goods/services to improve or maintain health and functional status.

**Essential Duties and Responsibilities:** Essential duties and responsibilities will be performed in a timely and effective manner and according to program/company policies and procedures:

- Maintain confidentiality regarding all communication/information related to participants, employees, state program contacts, and all business relations.
- Demonstrate an understanding of Mi Via, including the range and scope of services, options, choices, rights, risks and responsibilities associated with self-direction.
- Assist Participants as requested with evaluation of Mi Via/traditional waiver programs and required eligibility processes.
- Assist Participants in the development/implementation of their service and support plan, budget, and emergency backup plan.
- Assist as requested in accessing services, supports and goods.
- Monitor the plan’s success/progress and assist to revise/make changes as necessary.
- Review monthly budget reports.
- Contact Participant a minimum of four (4) times per year (2 face-to-face contacts, 2 by other means) to develop, implement and monitor plan and budget.
- Complete program paperwork on time, completely and accurately.
- Maintain a contact log by documenting activities, conversations or assistance provided to a Participant.
- Document all contacts (per definition of a contact) and submit properly completed time sheets for payment according to CDPC payroll schedule.
- Participate/attend trainings and/or meetings as needed or required.
- Be able to effectively communicate with the Fiscal Management Agent and Third Party Assessor on behalf of the Participant, if requested.
- Advocate for the Participant, as appropriate, to ensure success of the service plan.
- Adhere to program rules, guidelines and requirement.

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These requirements are:

- Must be 18 years of age or older;
- Be able to pass a criminal background check;
- Not be a parent or legal guardian or provider of Mi Via services to a Participant;
- Complete the state-required Consultant Training Program and demonstrate competence/understanding in the roles and responsibilities of a Consultant.

**Education/Experience/Competencies:**

- Good organizational, communication, planning and problem-solving skills;
- Have strong interpersonal skills and know how to listen and communicate with Participants, their families and circles of support to generate trust;
- Demonstrate knowledge about the populations who will participate in Mi Via;
- Demonstrate knowledge about community services and resources and how to seek them out;
- Ability to read and interpret documents and forms necessary for program participation;
- Ability to perform basic mathematical functions to construct a budget;
- A valid drivers' license, clean driving record and minimum required auto insurance is necessary if providing transportation to a Participant.
- The candidate must be able to pass the Caregiver Criminal History Screening background check.

**Language Skills:** The ability to read and interpret program materials to Participants, their families or others involved in the development of the plan and budget.

**Mathematical Skills:** Ability to perform basic mathematical skills.

**Reasoning Ability:** Ability to apply common sense understanding and to carry out instructions in written, oral or diagram form. Ability to assist in identifying problems and generating solutions.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform Consultant services.

**Work Environment:** A variety of possibilities will exist to complete the essential duties and responsibilities of the position. These possibilities may include, but are not limited to, a Participant's home, a long term care facility, a public place such as a restaurant, a state office (ISD) or a CDPC office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Personal Attributes:** This position requires a people-oriented person who is pleasant, patient, open-minded, trustworthy and flexible. The Consultant must have the ability to work as a team with Participants and their circle of support, CDPC Lead Consultants, the FMA, and state

employees charged with overseeing Mi Via. The Consultant will reflect the company's attitude and must always be positive.

The above information, in conjunction with the **Specific Physical and Sensory Requirements**, is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

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