

Host Home Provider

Independent Contractor, Overture Residential

Overture contracts with Host Home Providers to support adults with intellectual and developmental disabilities in community-based residential settings. Host Home Providers offer a safe, welcoming home to the people we serve and provide support for daily living that lead to the highest possible independence and quality of life. It is our philosophy that choice, experience, and participation are fundamental to the personal growth and fulfillment of people in our care.

The minimum requirements to become a Host Home Provider include:

- Implementing and monitoring person-centered plans for the people we serve
- Helping them to learn applicable life skills and reach their personal goals
- Must be at least 21 years old with a GED or High School diploma.
- Must possess a valid Colorado Driver's License and maintain a clean driving record and pass a criminal history check.
- Possess knowledge of family dynamics and methods for crisis intervention.
- Able to respond to emergencies or to otherwise meet the needs of the people we serve as they arise.
- Have access to reliable transportation at all times.
- Possess excellent social skills to interface with families and clients with developmental disabilities.
- Be detail- and task-oriented, reliable, dependable and motivated.
- Have passion for actively working to improve the lives of persons with disabilities.

We are looking for someone who is reliable and committed to helping adults with intellectual and developmental disabilities reach their goals and realize their potential. Previous experience highly preferred but not required!

We are happy to explore opportunities to contract with new-to-the-field Host Home Providers on an individual basis.

Host Home Provider responsibilities include, but may not be limited to:

- Responsible for accurate and timely completion of all forms, reports and documentation of care management activities.
- Maintain knowledge of all policies and procedures regarding the person in services' care.
- Requires willingness to have announced and unannounced home visits by Overture staff to ensure satisfaction and well-being quality assurance monitoring.
- Follow applicable duties of the HHP set forth in the ISSP/IBSSP plans;
 - a) Communicate as appropriate with all involved parties
 - b) Inform appropriate Overture staff when changes in plans are needed
- Maintain the required training to successfully implement the behavior plan.
- Model positive behavioral support to the people we serve.
- Effectively communicate with a variety of individuals including health care professionals, staff members from Overture and various service agencies.
- Maintain confidentiality of all Overture information according to applicable Colorado rules and regulations and Overture's policies and procedures regarding confidentiality.
- Provide copies of the person in services' medical file, to include any instructions and authorizations for emergency medical treatment to appropriate parties.
- Supervise, train and assist the person as outlined in the Individual Plan, the Individual Support and Service Plan(s) and Behavior Development Plan(s).
- Assure that the person receives nutritional meals daily.
- Assure that the rights of the person in services, as outlined in the Overture policies, are not violated.
- Assure that community resources are utilized whenever possible as a means of integration into the community; e.g., library, Expand Program, movie theatres, malls, etc.
- Schedule requested appointments with approved medical, dental, and other therapy professionals, and transport or arrange appropriate transportation of the person in services to appointments.
- Assure that the person receiving services shall receive any medications prescribed by a physician as scheduled. Provider will document all medications received by the person served on Overture approved forms at the time the medications are administered to the individual.

Overture™ Orchestrating a medley of possibilities for people with intellectual and developmental disabilities

- Prepare Incident Reports and submit to Overture within 12 hours of a behavioral mental health, or physical incident, accident, serious illness, or medication error and immediately notify your Program Coordinator.
- Attend meetings relevant to person receiving services, such as IP, IDT and agency meetings.
- Ensure that a current copy of the driver's license, proof of insurance and vehicle inspection documents are given to Overture HR Coordinator when due.
- Provide notification to Overture of person's absences from residence such as hospitalization, illness, home visits, vacations, out-of-town overnight visits, etc.
- Comply with all State of Colorado rules and regulations outlining training requirements for Provider and provide proof of successful completion of required trainings/screenings
- Provide for secure and provident management of the people we serve's personal funds as outlined in the contract.
- Submit the contractually required paperwork and forms to Overture on the last working day of the month, prior to receiving payment.
- Consistently monitor for signs of health problems (constipation, difficulty in doing normal range of activities, etc.) and report such information to Overture Health Services Coordinator and Program Coordinator immediately.



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Please complete and send in your HHP Application to get started!

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