

Certified Support Broker

Job Description

Certified Support Brokers provide a paid service which is only available to persons Self-Directing services and supports with Employer Authority under the Montana Medicaid 0208 Comprehensive Waiver and the 0371 Community Supports Waiver.

Persons Self-Directing Personal Supports, Transportation or Respite with Employer Authority who have not previously self-directed their services prior to January 1, 2012 are required to have the services of a Support Broker for the first year of participation with employer authority. Persons self-directing other services and supports in which the person with employer authority does not directly manage their own employees are not required to have the services of a Support Broker unless the Planning Team determines that these persons are in need of the assistance and support of a Support Broker.

Support Broker services may also be provided by an unpaid person who has demonstrated knowledge and skills expected of a Support Broker by passing the Support Broker certifying examination.

Certified Support Brokers work directly for the person self-directing with employer authority, assisting the participant or representative to develop and manage the responsibilities when managing employees, supports and services that are self-directed. The Support Broker must provide supports in ways that are flexible, responsive to and controlled by the individual. The Support Broker provides assistance only and does not have authority to make treatment decision.

Support Brokers work part-time flexible hours determined by the employer and the Broker. Certified Support Brokers sign an employment agreement with the employer which specifies their specific hours, job duties and rate of pay. Certified Support Broker services can be provided by independent persons who have been certified as Support Brokers or may be employees of a qualified provider agency. Support Brokers who work for a provider agency cannot be employees of an agency which also provides any other paid supports to the participant.

A person is **NOT ELIGIBLE** to become a paid Support Broker for a participant if:

- ❖ **The person is the individual's guardian, payee or conservator; or**
- ❖ **The person is the individual's parent; or**
- ❖ **The person is the individual's spouse; or**
- ❖ **The person is employed by an agency that provides paid community supports to the individual.**

Qualifications:

- ❖ **Eighteen (18) years of age, and**
- ❖ **Have acquired skills and knowledge typically gained by completing college courses, self-study or community classes or workshops that count toward a degree in the human services field, and**
- ❖ **Has at least two (2) years verifiable experience with the target population and knowledge of the services and resources in the developmental disabilities field.**
- ❖ **Be able to pass the Criminal History Background check.**

Applicants must complete College of Direct Support online training and certification training specific to Support Brokers provided by the Developmental Disabilities Program, DPPHS. They must pass a qualifying examination to be certified.

The Support Broker will:

- 1) Assist the person with Employer Authority, as needed, with completion of the tasks required of employers which may include:
 - Documentation of services and supports that have been provided
 - Recruiting, interviewing and hiring employees.
 - Completing required paperwork.
 - Setting employee schedules.
 - Identifying employee job duties
 - Resolution of conflicts.
 - Problem solving employee issues.
 - Discipline and Termination matters.
 - Managing the participant's personal budget.
 - Or other employee related issues.
- 2) Assist the participant and representative in defining and developing:
 - Networks of support
 - Goals, needs and preferences.
 - Multiple options for back-up plans and alternatives
 - Resources to provide needed services and supports which are self-directed.
 - Self-Advocacy.

For more information on Self-Direction and Support Brokers contact:

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