

Support Broker Job Description

Support Brokers work directly for the individual with a disability, assisting the individual to develop and manage the supports they are self-directing. The Support Broker must provide supports in ways that are flexible, responsive to and controlled by the individual.

Support Brokers work part-time flexible hours. They sign an employment agreement with the employer which specifies their specific hours, job duties and rate of pay. Support brokers can earn up to \$18.72 per hour. They cannot be employees of an agency which also provides paid supports to the person with disabilities.

Applicants must complete a specific application form provided by the Department of Health and Welfare, Division of Medicaid. The applicant is screened by the Division. If they meet the minimum requirements, they must pass a qualifying examination.

The Support Broker must:

- a. Participate in the person-centered planning process;
- b. Develop a written support and spending plan with the participant that includes the supports that the participant needs and wants, related risks identified with the participant's wants and preferences, and a comprehensive risk plan for each potential risk that includes at least three (3) backup plans should a support fail. This plan must be authorized by the Department;
- c. Assist the participant to monitor and review his budget;
- d. Submit documentation regarding the participant's satisfaction with identified supports as requested by the Department;
- e. Participate with Department quality assurance measures, as requested; Assist the participant to complete the annual re-determination process as needed, including updating the support and spending plan and submitting it to the Department for authorization; and
- f. Assist the participant, as needed, to meet his participant responsibilities outlined in Section 120 of these rules and to protect his own health and safety.

Depending on the requests and needs of each participant, the Support Broker may:

- a. Assist the participant to develop and maintain a circle of support;
- b. Help the participant learn and implement the skills needed to recruit, hire, and monitor community supports;
- c. Assist the participant to negotiate rates for paid Community Support Workers;

- d. Maintain documentation of supports provided by each Community Support Worker and participant's satisfaction with these supports;
- e. Assist the participant to monitor community supports;
- f. Assist the participant to resolve employment-related problems; and
- g. Assist the participant to identify and develop community resources.

Minimum Requirements:

- ❖ Eighteen (18) years of age, **and**
- ❖ Skills and knowledge typically gained by completing college courses 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 Department of Health and Welfare Criminal History Background check.

You are NOT eligible to become the Support Broker for an individual if:

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

For more information on Self-Direction and Support Brokers go to:
www.selfdirection.idaho.gov .