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## **SUMMARY OF MINIMUM QUALIFICATIONS FOR JOB DEVELOPMENT/JOB COACHES**

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### **EDUCATIONAL REQUIREMENT**

- Minimum of 18 years of age with High School Diploma or GED.
- Certification in at least one of the following or will complete within one year. (Must provide proof of eligibility for certification.)
  - Certified Employment Support Professional – CESP
  - Association of Community Rehabilitation Educators - ACRE

### **EXPERIENCE**

- A minimum of 1-year direct experience working with Individuals with Disabilities in the capacity of Job Developer and/or Job Coach (must provide resume)
- Bachelor's Degree in related field may be considered in place of experience.
- Recognized Certified Rehabilitation Counselors (CRCC) or individuals licensed as Rehabilitation Counselor by NM PED may be considered in place of experience. (must provide copy of certificate)

### **BACKGROUND**

- Must provide a clear background check conducted by Cogent valid within the past 6 months. ORI #NM920140Z.

[https://www.aps.gemalto.com/nm/index\\_NM.htm](https://www.aps.gemalto.com/nm/index_NM.htm)

Effective 8/1/2019: All individuals interested in becoming an approved Job Developer/Coach must submit proof of all the required documents to NMDVR Business Outreach Specialist.(currently vacant position), In the meanwhile, please email to Antoinette Holmes, antoinettef.holmes@state.nm.us)

Once documents are reviewed and accepted by NMDVR, vendor will be contacted to assist in initiating the required W-9 process as a State of New Mexico approved vendor.

After completion and approval of the W-9 process, DVR will have the ability to utilize the vendor for Job Development/Job Coaching services.



## **PROVIDER STANDARDS OF CONDUCT**

Providers must conduct business operations for NM DVR Participants in an ethical manner consistent with the provisions and ethical standards listed below.

All Providers shall abide by the following standards of conduct:

1. A Provider must deliver services with objectivity and respect for the individual needs and values of the Participant they are serving.
2. A Provider shall not discriminate based on factors irrelevant to the provision of services.
3. A Provider shall furnish sufficient, objective information to enable a Participant to make informed decisions on employment opportunities.
4. A Provider shall not advertise or market services in a misleading manner.
5. A Provider shall not engage in uninvited solicitation of potential Participants.
6. A Provider shall ensure personal and professional competence of their staff.
7. A Provider shall conduct business with honesty, integrity, and fidelity.
8. A Provider shall fulfill all professional commitments in good faith.

## **MARKETING**

We encourage our Provider partners to make VR staff aware of the services they can offer to our Participants. Marketing activities can be coordinated through Area Program Managers. Providers should not make contact to individual VR staff or Participants in an attempt to solicit referrals.



### **SUBCONTRACTING**

The Provider may not subcontract, assign, or transfer any work without the prior notification and documented consent of the VR Counselor.

Regardless of such consent, the Provider retains full responsibility for all work performed. All subcontractors are subject to the same Minimum Qualifications as the Provider. **NM DVR is not liable to the subcontractor for expenses or liabilities incurred under the subcontract.**

### **APPROVED VENDOR PROCESS**

W-9 process will be initiated once a Job Developer has been approved through the submission of documents mentioned in Job Developer Summary of Qualifications. NMDVR Business Outreach Specialist will inform vendor of the next steps in becoming a state approved vendor.

NM State Department of Finance and Administration (DFA) require the W-9 form filled out completely and correctly to ensure vendor information is correct for payment.

Once NM DVR is notified by DFA that the W-9 process is completed successfully, the vendor information will be made available for VR staff to utilize for creation of an Authorization for Services.

### **FISCAL PROCEDURES**

NM DVR will provide the vendor with an Authorization for Services.

Vendor should notify DVR staff of placement. An authorization will be generated for placement services at time of notification.

Vendor should reference the Authorization to ensure understanding of Terms and Conditions.

Vendor should utilize the Authorization to submit request for payment. Refer to section 6 of the authorization.



Should vendor determine to submit and invoice for payment it must reflect the dates of services, amount invoiced in alignment with the provided Authorization for Services.

NM DVR will make payment only for services listed on the invoice completed in accordance with the terms and conditions in the Individualized Plan for Employment and the Authorization for Services. NM DVR may reject an invoice and/or request repayment for any service determined to be out of compliance. NM DVR reserves the right to reject invoices submitted more than ninety (90) days after service is rendered.

Independent Job Developers will bill for placement services at a rate of \$800+ tax or \$1000 + tax. (Please refer to payment schedule at [dvr.nm.us/jobdevelopmentvendors/job\\_developers](http://dvr.nm.us/jobdevelopmentvendors/job_developers).) Supported employment providers should refer to the scaffold funding structure ([dvr.nm.us/jobdevelopmentvendors/Supported Employment](http://dvr.nm.us/jobdevelopmentvendors/Supported_Employment))

**A. Placement/Payment** – this benchmark is considered met when the Participant begins working on a job in an integrated setting for competitive compensation, where the job matches the stated employment outcome on the IPE, as agreed upon by the Participant, the VR Counselor. No payment will be provided for a placement of a participant within the facility of the providing Job Developer or Community Service Provider.

Completion is evidenced by submission of a Placement Form, (available at [dvr.nm.us/vendors/job\\_developers](http://dvr.nm.us/vendors/job_developers)) approved by the VR Counselor, reflecting a placement date after the date of Referral acceptance. The job title indicated on the placement form must match the job goal stated on the IPE.



### **CONFIDENTIALITY AND PROTECTED INFORMATION**

In an effort to facilitate the vocational rehabilitation process, NM DVR will share confidential information about our Participants with the Provider. VRCs will share only what is necessary to secure needed services. Providers must ensure that any confidential information provided by NM DVR or obtained by the Provider during service delivery remains confidential. The Provider must store any Participant information or documentation maintained outside of NMDVR in a secure, locked location to protect the integrity of the records and ensure Participant confidentiality. Confidential information includes any information that may lead to the identification of a specific individual. Examples of protected information include, but are not limited to:

- Participant's Name
- Parent's/Legal Guardian's Name
- Social Security Number
- Participant's Physical Address
- Medical/Psychological Information