



Job Description – Qualified Professional (QP)

The Qualified Professional (QP) provides clinical oversight, service coordination, and professional supervision within the residential setting to ensure services are delivered in compliance with 10A NCAC 27G requirements and individualized service plans.

Clinical Oversight

- Review and monitor individualized service and treatment plans to ensure clinical appropriateness.
- Assess resident progress, stability, and response to services on an ongoing basis.
- Review incident reports, medication concerns, and behavioral events to identify trends and interventions.
- Recommend updates to service plans, referrals, or changes in level of care when indicated.
- Participate in crisis response planning and post-incident follow-up.

Service Coordination

- Collaborate with case managers, LME/MCO representatives, medical providers, and therapists.
- Ensure continuity of care across residential, medical, and behavioral services.
- Support admissions, transitions, and discharges.
- Communicate changes in resident condition or risk to appropriate team members.
- Ensure required documentation and reporting are completed timely.

Supervision of Direct Service Professionals (DSPs)

- Provide regular clinical supervision and guidance to DSP staff.
- Ensure DSPs understand and implement person-centered plans and behavior supports.
- Review staff documentation for accuracy, completeness, and compliance.
- Identify training needs and recommend corrective action when necessary.
- Support staff during complex situations or crises.

Qualifications

Must meet North Carolina Qualified Professional (QP) criteria under 10A NCAC 27G, including a bachelor's degree in a human service-related field and the required combination of education, training, and experience to provide clinical oversight, service coordination, and supervision in a residential setting.



Qualified Professional (QP) Eligibility – Applicant Selection

Applicant must meet **ONE** of the following criteria under 10A NCAC 27G. Please check all that apply and attach supporting documentation.

- Licensed or Credentialed Professional – Holds a license, provisional license, certificate, registration, or permit in a human service profession.
- Master’s Degree – Human Services – Master’s degree in a human services field with at least one (1) year of full-time supervised MH/DD/SA experience.
- Bachelor’s Degree – Human Services – Bachelor’s degree in a human services field with at least two (2) years of full-time supervised MH/DD/SA experience.
- Bachelor’s Degree – Non-Human Services – Bachelor’s degree in a non-human services field with at least four (4) years of full-time supervised MH/DD/SA experience.

Acknowledgment & Signatures

I acknowledge that I have received, read, and understand the Qualified Professional (QP) Job Description and agree to perform the duties as outlined.

Employee Name (Print): _____

Employee Signature: _____ **Date:** _____

Manager / Administrator Name (Print): _____

Manager / Administrator Signature: _____ **Date:** _____

Date of Hire: _____