

# Support Broker

## Functional Job Description

### Definition: Support Broker

*A Support Broker is a case manager who helps consumers design and self direct their own supports. The broker assists with circle development; person centered planning; individual budget development; helping find and develop needed supports and services; hiring and monitoring of support providers; and with the assistance of a fiscal intermediary, budget management and payment of support providers. The caseload for brokers is up to 30 individuals who hire and manage their own staff and have a strong need and willingness to develop circles and community supports; look to use DDS funds for creative and unique development of supports.*

*Broker services can be obtained from a DDS Support Broker or they can be purchased from an independent Broker. When broker services are purchased from an independent broker, the service is known as FICS (Family and Individual Consultative Services). This can be an ongoing or transitional service.*

### Support Broker Responsibilities include:

- Assist individuals and families to understand their choices about self determination and self direction and translate their choices into individualized services and budgets
- Assist individuals and families to develop and maintain relationships and natural supports in the community
- Assist individuals and families to explore and develop new social roles in the community
- Assist individuals and families with employer responsibilities
- Perform tasks associated with development of relationships and natural supports in the community, self advocacy, and creativity and innovation in person centered planning
- Promote hiring and managing personal supports through training and information sharing
- Develop opportunities for individuals to exercise self advocacy and informed decision making skills
- Advise agency policy makers of barriers to and possible solutions for the advancement of self determination, self direction and self advocacy.

Some or all of the broker responsibilities services may be assigned or purchased for a time limited period or indefinitely. DDS Brokers are expected to fulfill all other tasks and responsibilities of DDS Case Managers.

If an individual hires an independent Broker, he or she will also have a DDS Case Manager who will fulfill the tasks and responsibilities of DDS Case Managers. Individuals will not have both a DDS Broker and an independent Broker.