

Job Posting

Program Coordinator – Supported Living

Cascade Connections is seeking compassionate and dedicated employees to join our team immediately! We strive to employ individuals who desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Support includes daily life skills, community integration through outside activities, and assisting in medical care.

Position Title: Program Coordinator

Position Closing Date: Friday, June 9, 2017

Level & Employment Type: Level II - Full-time (40 hours per week) offering paid leave time, medical, dental, vision, & 401K benefits.

Starting Wage: \$14.25 per hour

Position Description:

This position is a full-time, two-part position. The position will consist of a minimum of 16 hours of direct service to clients on the floor and the other part will be 24 hours of indirect client service in the form of office work. Hours of direct client service may fluctuate week-to-week depending on client need and staff availability. The hours for the position will be 40 hours per week. A schedule of either Tuesday thru Saturday or Sunday thru Thursday will apply. The Program Director will assign the schedule. The PC will be scheduled to work at least 2 shifts on the floor each week. Schedule will include 2 swing shifts and 3 day shifts as assigned by the Program Director and approved by the Executive Director.

Job Summary:

To advocate for the people the program supports; ensuring the program promotes individual choices and personal growth. The Program Coordinator will be responsible for staff training and overseeing programmatic issues. The Program Coordinator will be the team leader for training and will assist staff to obtain job training beyond the minimum requirements. He/She will also help create and maintain a positive working environment where each staff feels he/she is a valued member of the team.

Preferred Qualifications:

Ability to work well with people and demonstrate leadership qualifications. Must have approximately 2 years of higher education or 2 years' experience in Social Service work; prefer a minimum of 3 years working directly with people with disabilities.

Requirements:

1. Be a liaison. Establish and maintain positive communication and working relationships with participants and their guardians, family members, neighbors, visitors and other agencies.
2. Will confer with the Program Director on a weekly basis.
3. Answers to the facility Program Director.
4. The Program Coordinator will at all times act in a professional manner ensuring staff and client records and information is kept confidential.
5. Will abide by the Agency policies and procedures and ensure staff understand the Agency policies and procedures. In the event an employee is not following policy/procedure, it is the responsibility of the Program Coordinator to immediately report the employee to the Program Director so that the appropriate training/discipline can be administered.
6. Assist the Program Director with fund raising activities.
7. Report unusual or emergent situations to the Program Director.
8. Participate in all designated in-service trainings and attend all staff meetings as directed by the facility Program Director.
9. Assist and instruct participants in emergency evacuation procedures.
10. Document any unusual occurrences on incident report forms within 24 hours of the incident and place in IR box/folder for review by management. Emergent incidents should be reported immediately to the Program Director. (Death of a participant, abuse, hospitalization, injuries or illnesses requiring care beyond first aid, missing participants.) Immediately report suspected or alleged abuse or neglect to Residential Care Services (Complaint Resolution Unit) and the Program Director.
11. Document hours worked on time sheets at the beginning and end of each shift and sign and turn them in to the Program Director by due date. Note: for group homes, staff must clock in and out on the time clock as well as document on time sheets.
12. Strive to offer participants support, guidance, and direction in carrying out their responsibilities, activities and decisions.
13. Set a warm, accepting environment conducive to learning.
14. Carry out basic household chores such as cooking, cleaning, doing laundry, etc. Observe house conditions regularly for cleanliness, working order and safety.
15. Make minor repairs on the facility or equipment and/or report maintenance issues to the Program Director. This includes maintenance issues involving client equipment such as wheelchairs, hooyer lifts, shower/bathing chairs, etc.
16. Help keep the facility and vehicles clean and organized, reporting any damage or problems that might require further attention to the Maintenance Staff (if applicable) and/or Program Director.
17. Document meal changes on menus and perform weekly temperature checks for food (per Food Safety WAC, refrigerators, freezers, and water temps, etc.
18. Staff's may be asked to do a wide variety of tasks/activities to maintain the facility and to maintain the health and safety of the participants.
19. To provide staff with training and support in order to enable staff to do his/her job to the best of his/her ability. The Program Coordinator will be knowledgeable on the agencies' Individual Instruction and Support Planning

tool and how programs are to be developed and implemented. The Program Coordinator will pass on this information and will ensure that each staff member works with the people the agency supports in a manner consistent with the Agency's Philosophical Values.

Job responsibilities include, but are not limited to:

PC1 and PC2 Specific Tasks will be determined once position is filled and based on each Program Coordinators' strengths and experience. Tasks are related to managing personnel, scheduling, client finances, plans of care, client meetings, and other tasks as assigned.

Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.