

## **Job Description**

### **Program Coordinator – Supported Living (Temporary)**

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**Position Title:** Program Coordinator – Cascade Supported Living

**Reports To:** Program Director – Cascade Supported Living

**Employee Status:** Part time, offers Paid Time Off

**FLSA Status:** Non-exempt, hourly, overtime eligible

**Starting Wage:** \$14.75 per hour

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.

**This position is temporary with the possibility to become permanent.**

#### **Job Summary:**

To advocate for the people the program supports; ensuring the program promotes individual choices and personal growth. The Program Coordinator (Temporary) will be responsible for scheduling staff training both on-site and for continuing education. The Program Coordinator (Temporary) will also help create and maintain a positive working environment where each staff feels they are a valued member of the team.

#### **Position Description:**

This position is a part-time, temporary position, with the possibility of becoming a permanent position. The hours for the position will be 15-20 hours per week. A work schedule will be assigned by the Program Director.

#### **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.

#### **General Responsibilities:**

- Be a liaison. Establish and maintain positive communication and working relationships with participants and their guardians, family members, neighbors, visitors and other agencies.
- Will confer with the Program Director on a weekly basis.
- The Program Coordinator will at all times act in a professional manner ensuring staff and client records and information is kept confidential.

- Will abide by the Agency policies and procedures and ensure staff understand the Agency policies and procedures. In the event that 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.
- Report unusual or emergent situations to the Program Director.
- Participate in all designated in-service trainings and attend all staff meetings as directed by the facility Program Director.
- Assist and instruct participants in emergency evacuation procedures.
- 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.
- Clock in at the beginning and clock out at the end of each shift and sign and turn in verified hours to the Program Director by due date.
- Strive to offer participants support, guidance, and direction in carrying out their responsibilities, activities and decisions.
- Set a warm, accepting environment conducive to learning.
- Carry out basic household chores such as cooking, cleaning, doing laundry, etc. Observe house conditions regularly for cleanliness, working order and safety.
- 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, Hoyer lifts, shower/bathing chairs, etc.
- 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.
- Document meal changes on menus and perform weekly temperature checks for food (per Food Safety WAC, refrigerators, freezers, and water temps, etc.)
- 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.
- 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.

#### **Program Coordinator (Temporary) Specific Responsibilities:**

- Will be required to generate and publish staff schedules at least 1 week in advance. The Program Coordinator (Temporary) will receive the amount of contract hours designated for direct client care. The Program Coordinator (Temporary) will also be given the amount of hours each staff is to receive weekly.

- Will review the CSL Client Calendar weekly to ensure all medical appointments and client activities are scheduled. The Program Coordinator (Temporary) will be responsible for communicating with staff/management team regarding upcoming outings to ensure that they are completed. Will reach out to Advocates/Program Coordinators if the CSL Client Calendar is inaccurate and will request for revisions/updates to be made.
- Will follow staffing schedules for all clustered sites, and will audit scheduled ISS hours to ensure hours are being met at all sites on a weekly basis.
- All staffing schedules must be developed with the PCs responsible for managing each site, and submitted to Program Director (PD) for final approval prior to being published. Any staff wishing to make adjustments to their schedule may submit their request to the Program Coordinator (Temporary), who will collaborate with the Program Coordinator (PC) managing their site, but all final decisions will be made by the Program Director. The Program Coordinator (Temporary) will adjust schedules accordingly to ensure proper coverage for all shifts, monitor staff overtime, and inform PD if/when overtime is anticipated to occur.
- Coordinate all new employees and advocate training with other PCs.
- Will routinely review staffing levels and report to PD regarding staffing needs.
- Will ensure that vacation requests and availability review are approved/rejected in a timely manner. Will require proof of other employment, school schedule, daycare schedule, or any other regularly scheduled appointments that are deemed necessary for any substantial changes in staff weekly availability. Final decisions on staff availabilities will be made by the Program Director.
- On-Call responsibilities will include the following: Calling/texting/emailing staff and managers regarding filling shifts prior to publishing, approving vacation time and availability, and last minute changes to schedule prior to publishing, along with receiving calls/texts/emails for the aforementioned.

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