

## **Job Description** **Assistant Program Coordinator – Home Care**

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**Reports to:** Home Care Director

**Level & Employment Status:** Level I, full-time

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

**Benefits:** Vacation, sick leave, 401k plan, Employee Assistance Program, health insurance (medical, dental, vision), life insurance

### **Job Summary:**

Advocates for the people the program supports, ensuring that the program promotes individual choices and personal growth. Assists the Home Care Program Director and Program Coordinators with daily functions to ensure smooth operation of the program.

This is a full-time, two-part position. Part of the position consists of approximately 24 hours of direct service to clients, and the other part will be approximately 16 hours of indirect client service in the form of administrative office work. Position hours may fluctuate depending on the needs of the program. Hours of direct client service may fluctuate week-to-week depending on the needs of Home Care clientele and employee availability. A schedule of either Tuesday through Saturday or Sunday through Thursday will apply as appointed by the Home Care Program Director.

### **Requirements:**

- At least 18 years of age
- High school diploma or equivalent
- Ability to work well with people and demonstrate leadership qualifications
- Have approximately 2 years of higher education or 2 years' experience in social service work, and 6+ months of supervisory experience\*
- Be organized and efficient, able to communicate effectively with clients, parents, guardians, co-workers, physicians and other entities associated with clients
- Must clearly speak, understand, and write in English
- Ability to follow and demonstrate our drug-free workplace policy
- Ability to work well with people and demonstrate leadership qualities
- Ability to make quick independent decisions
- Able to communicate effectively with individuals company serve, parents, guardians, co-workers, physicians, and other entities associated with individuals
- Willingness to work non-standard work hours to meet immediate, short term needs
- Ability to return phone calls and emails in a timely manner
- Strong organizational skills

- Ability to work independently as well as in a team environment
- Ability to prioritize tasks and time management
- Effective and professional written and verbal communication skills
- Ability to represent Cascade Connections professionally in the community
- Able to meet “Additional Requirements” below in the time frames indicated

\*An applicant who does not meet the supervisory experience requirement may be hired in an interim version of the APC position until they meet the supervisory requirements.

### **Additional Requirements:**

- Valid Washington State driver’s license, proof of automobile insurance, clear driving record, and reliable transportation (upon hire)
- Residence phone or cell phone (upon hire)
- US bank account for direct deposit (upon hire)
- Passing federal fingerprint background check (initial background check authorization submitted within 1 day of hire; fingerprints for federal background check submitted prior to working unsupervised)
- Orientation & Safety Training and Policy & Procedures Training (first day of employment)
- Hepatitis B vaccine or waiver (within 30 days of hire)
- HIV/Bloodborne Pathogens training (within 30 days of employment)
- Adult/Child First Aid/CPR/AED Certification (within 30 days of hire, prior to working unsupervised)
- 40-hour CORE and 30-hour Population-Specific Trainings (within 120 days of hire)
- Developmental Disability Specialty Training (if not required to take 40-hour CORE, within 120 days of hire)
- HCA (75-hour) Training (within 200 days of hire) or NAC/LPN/RN certificate
- Nurse Core Delegation Training (prior to being delegated for medication administration)
- Disclosure statement signed by employee upon hire

### **Job Responsibilities:**

- Assist with any caregiving coverage when necessary
- Responsible for collecting task sheets, timesheets, signatures, and Person Centered Service Plan (PCSP) sign-off sheets
- Responsible for tracking, making new copies, and updating PCSP
- Responsible for filing all documents
- Assist Program Coordinators with the new hire process
- Assist Program Coordinators with tracking Continuing Education (CE) credits for all employees
- Update Program Coordinators regarding their specific individuals we serve
- Responsible for creating and updating files for individuals we serve and staff

- Responsible for replenishment of office paperwork: Interview and orientation packets, paperwork in hallway, etc.
- Send out reminder notifications to staff: Timesheet, task sheet, staff meeting, etc.
- Assist Program Coordinators with completing visit verifications in SETWorks

**The Residential Operations Manager and the Executive Director reserve the right to make appropriate changes to the preceding job description at any time or as needed.**

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