

Job Description

Assistant Program Coordinator – Supported Living

Position Title: Assistant Program Coordinator – Supported Living
Reports to: Program Director – Cascade Connections Supported Living
Level & Employment Type: Full time, PTO Level 1
FLSA Status: Non-exempt, hourly, overtime eligible

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.

Job Summary:

To advocate for the people the program supports; ensuring the program promotes individual choices and personal growth. The Assistant Coordinator will be responsible for assisting the Program Coordinators with staff scheduling and employee files and assist the Program Director with timesheets. The Assistant Program Coordinator may also be asked to assist with hiring, evaluations, and disciplinary actions. The Assistant Program Coordinator will act as a team leader and help create and maintain a positive working environment where each staff feels he/she is a valued member of the team.

Responsible for assisting each participant with reaching his/her fullest potential spiritually, intellectually, emotionally and physically. Responsible for assisting each participant with his/her daily needs (Activities of Daily Living – ADL's).

Requirements:

Must be at least 18 with a 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; prefer a minimum of 3 years working directly with people with disabilities. Employees are expected to treat participants with respect and relate in a warm and caring manner. Carry out housekeeping chores, teach and be responsible. Be organized and efficient, able to communicate effectively with participants, parents/guardians, co-workers, physicians and other entities associated with the facility. Must clearly speak, understand, and write in English. Must be willing to submit to per-cause drug testing.

Additional Requirements: (To be obtained as noted below)

- First Aid and CPR/AED certification (within 2 weeks of employment and prior to working with participants unsupervised)
- Valid Washington State Driver's license (upon hire)
- Clear Driving Record (prior to transporting participants)
- Residential phone or cell phone.
- Reliable transportation.
- HIV/HBV training (within 30 days of employment)
- Health and Safety/Orientation training.
- NA-R certificate/Nurse Core Training/Nurse Delegation training (prior to administering medications to delegated clients)
- DD Specialty Training
- Dementia Specialty Training
- Initial Background Check within 1 day of hire. If individual has resided in Washington less than 3 consecutive years, a Fingerprint Based Background Check must be obtained (initiated upon obtaining results from initial check – clear results prior to working with participants unsupervised)
- Disclosure Statement (upon hire)

Assistant Coordinator Job Responsibilities:

- Assist with staff scheduling as directed by the Program Coordinators and Program Director.
- Maintain the auto insurance/vehicle inspection book. Ensure that vehicle inspections and insurance checks are completed at hire and every 6 months.
- Participate in employee reviews, interviews/hiring, terminations and disciplinary actions.
- Cover for Advocates when they are on vacation or absent for other reasons to ensure continuity of client care.
- Review Therap and client books monthly and report all findings to Advocates. Provide re-training to staff on documentation as needed.
- Assist with collecting Advocates monthly Check-Offs. Provide re-training to Advocates when needed.
- Oversee fire drills and Advocate completion/rotation of fire drill book.
- Oversee completion of quarterly apartment checks as described in apartment check binder.
- Assist all staff with coordinating weekly/monthly activities for participants and maintain a monthly activity calendar. Collaborate with Program Coordinators on ensuring client activities are scheduled.
- Manage on-site staff offices:
 - a. Ensure all on-site office areas are well organized, fully stocked with supplies, including office supplies, and that all staff boxes are

- properly labeled. Provide a list to PC2 of all office supplies that are running low at sites.
- b. Ensure that all sites have a sufficient supply of blank incident reports, medication incident reports, timesheets, time-off requests, draw requests, and reimbursement requests.
- c. Check management box at all sites on a weekly basis.
- d. Update phone lists at all sites and in vehicle binders as needed.
- Reconcile all client petty cash accounts monthly. Ensure there are receipts for all purchases.
- Collect and assist with employee timesheets as directed by Program Director.
- File staff meeting notes and ensure that all staff not present for the staff meeting have received a copy of the notes and sign and return the staff meeting notes receipt.
- Review 2nd Street overnight grounds checks monthly to ensure they are getting completed daily, and remind staff to sign-off. Ensure that the 2nd Street Overnight Book has plenty of blank grounds checks logs.

Direct Support Professional Responsibilities:

- Provide participants with daily personal care, (e.g. bathing, toileting, etc.) and supervision to ensure their safety and well-being at all times.
- Know, understand and regularly review each of the participants' Plan of Care and/or Negotiated Care Plans prior to providing care.
- Know, understand and regularly review Positive Behavior Support Plans. Understand when and how to document on.
- Carry out all training programs and IISP goals as scheduled, document on all goals worked on and report any problems to Direct Support Advocate.
- Read all information on boards in staff office, communication book (or staff memo book), check box for notes, and exchange pertinent information with staff during shift change.
- Complete all documentation on assigned participants prior to leaving shift, i.e. double check to ensure medications have been signed off, BM and seizure logs, daily check-offs, account for all petty cash and enclose receipts for purchases, etc.
- Support participants to complete ADL's as independently as possible.
- Safeguard the confidentiality of participant records and information. (See confidentiality pledge)
- Report unusual or emergent situations to the Program Director.
- Support participants in accessing appropriate transportation if agency vehicles are not accessible, i.e. city bus, taxis, dial a ride, etc.
- Support participants in accessing the community by referring to activity calendars while allowing flexibility for scheduled and non-scheduled outings. Assist participants to interact with community members (i.e. at

banks, grocery stores, medical facilities, etc.), be professional and lead by example.

- Participate in all designated in-service trainings and attend all staff meetings as directed by the facility Program Director.
- Abide by and assist in enforcing the agency's policies and procedures.
- Assist and instruct participants in emergency evacuation procedures.
- Follow Plan of Care in regards to medication administration and document medications in accordance with policy.
- Counsel, advise, and support participants according to the written policies and procedures of the program.
- Establish and maintain positive communication and working relationships with participants and their guardians, family members, neighbors, visitors and staff from outside.
- Document any unusual occurrences on incident report forms within 24 hours of the incident and place in IR box/folder for review by management.
- Immediately report evidence of abuse or neglect witnessed to Residential Care Services (Complaint Resolution Unit) and the Program Director.
- 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.
- 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.
- Help keep the vehicles clean and in good repair, reporting any damage or problems that might require further attention to the Program Director.
- Staff will conduct themselves in a professional manner at all times.
- Conduct monthly apartment checks, go over evacuation procedures, check smoke detectors, ensure fire extinguishers are not expired (do not require recharge), check emergency kits. Ensure water temperatures are between 105 and 120 degrees F to prevent serious burns.

Physical Requirements of the Job:

- Lifting, transferring, and positioning clients.
 - At times there is one person or two person lifts required. Participants may require transferring with the use of a Hoyer lift. See individual client care plans for procedures.
 - In an emergency, staff will be expected to be able to move up to 100lbs.
- Bending, scooping, and reaching.
 - Assisting participants with physical therapy exercises.
 - Dressing participants and changing attends when necessary.
 - Laundry, carrying supplies, and putting supplies away.

- All phases of house cleaning (mopping, vacuuming, picking up, dishes, washing windows, etc.)
- Minor repairs and maintenance (changing light bulbs, yard work, etc.)
- Transportation:
 - Assisting both wheelchair bound and mobile participants in and out of the van if needed.
 - Follow proper procedures for securing seat belt straps, safety straps and belts for wheelchairs.

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