

Job Description

Supported Living Program Coordinator

Job Title: Supported Living Program Coordinator

Reports to: Supported Living Program Director

Job Status: PTO and Benefits dependent upon employee status

FLSA Status: Non-exempt, Hourly, Over-time eligible

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.

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. The Program Coordinator 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 full-time, two-part position. Half of 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 PC will be scheduled to work at least 2 shifts on the floor each week. Schedule will include two swing shifts and 3-day shifts as assigned by the Program Director.

Job 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. The Program Coordinator will at all times act in a professional manner ensuring staff and client records and information is kept confidential.
4. 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.
5. Assist the Program Director with fundraising activities.
6. Report unusual or emergent situations to the Program Director.
7. Participate in all designated in-service trainings and attend all staff meetings as directed by the facility Program Director.
8. Assist and instruct participants in emergency evacuation procedures.
9. 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.
10. 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.
11. Strive to offer participants support, guidance, and direction in carrying out their responsibilities, activities and decisions.
12. Set a warm, accepting environment conducive to learning.
13. Carry out basic household chores such as cooking, cleaning, doing laundry, etc. Observe house conditions regularly for cleanliness, working order and safety.
14. 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, hover lifts, shower/bathing chairs, etc.
15. 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.
16. Document meal changes on menus and perform weekly temperature checks for food (per Food Safety WAC, refrigerators, freezers, and water temps, etc.)
17. 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.
18. 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.

PC1 Specific Tasks:

1. PC1 will coordinate and arrange for all new employee training and coordinate with PC2 to ensure all staffs receive the required training in the required time frames as listed in the state WAC's for all trainings requiring recertification which includes but may not be limited to: First Aid/CPR, HIV/Hepatitis B training, background checks, Food Handlers cards, etc. New employee training/requirements include but are not limited to: 2-Step TB tests, Nurse Core training and delegation, and training to meet the Home Care Aide certification unless otherwise grandfathered in by meeting other criteria, i.e. CNA's, etc. (the above does not include all required training). The P.C. will be provided a list of required trainings for all new and current employees.
2. Will be required to generate and post staff schedules at least 2 weeks in advance. The Program Coordinator will receive the amount of contract hours designated for direct client care. The P.C. will also be given the amount of hours each staff is to receive weekly. All staffing schedules must be submitted and signed by the Program Coordinator and approved and signed by the Program Director prior to being posted. Any staff wishing to make adjustments to their schedule may submit their request to the Program Coordinator, but all final decisions will be made by the Program Director. Adjust schedule accordingly to ensure proper coverage for all shifts. Monitor staff overtime and inform PD if/when overtime is anticipated to occur.
3. Generate the on-call schedule.
4. Review employee time sheets for accuracy.
5. Place new time sheets in time sheet binder each month.
6. Client Finances
 - PC1 will ensure all client finances are accurate and up to date
 - Ensure there are receipts for all purchases
 - Reconcile all client accounts including petty cash and debit accounts within one week of receiving bank statement. Petty cash accounts should be reconciled weekly.
 - Ensure all Rep. Payee annual reports are filed
 - Oversee other advocates to ensure they are entering data into quicken in a timely manner, transferring funds, making necessary purchases, and paying bills.
 - Reconcile EBT funds for all clients.
 - Monitor client trust funds and ensure receipts are being turned in and sent off for reimbursements.

7. Ensure all client PBSP plans are up to date and working effectively. PC1 does not need to write all PBSP plans but must ensure they accurately reflect the needs of the clients and are current.

8. Monitor all client inventory forms for accuracy.

9. Coordinate with PC2 to attend IISP/ISP meetings.

10. At the beginning of each year, assist other advocates with archiving client records and creating current binders.

11. Have a working knowledge of the Residential Service Guidelines and Positive Behavior Support Policies. The Program Coordinator will act as a role model for the staff and help the staff understand these guidelines and policies and implement them.

12. Attend interviews when requested by the PD. Offer input in order to assist the Program Director with staff hiring. When necessary the PC will attend staff disciplinary hearings to act as a neutral witness during the disciplinary process. In the event the Program Director is absent, the PC will notify the Executive Director and inform him/her of the situation. The Executive Director will make all decisions regarding staff discipline and termination during the absence of the Program Director.

13. Coordinate all new employees and advocate training with PC2.

14. Meet with PC2 and advocates on a bi-weekly basis.

PC1 will advocate for one client which will include, but is not limited to overseeing that individuals': finances, medical, NCP, IISP/ISP, PBS plans, parent/guardian contact, progress reports, etc.

The preceding job description outlines the basic responsibilities of the Program Coordinator 1 position. The intent of this job description is to provide a general guideline for PC1 to perform the essential functions of the job.

The Program Director and/or Agency Executive Director reserves the right to make appropriate changes to the preceding job description at any time or as needed.