

## **24-HOUR RESIDENTIAL AND SUPPORTED LIVING PROGRAM COORDINATOR JOB DESCRIPTION**

### **PURPOSE**

The Program Coordinator is responsible for the daily management of a program for individuals with developmental disabilities. The duties may include but are not limited to: community orientation and inclusion; health care; social, recreational, vocational and educational programs; assist in behavior management; and communicating and interacting with outside support services, friends and family. The position is salaried exempt but can be offered at an hourly rate. There are no set working hours for salaried exempt, however, the coordinator is expected to schedule a significant portion of their time at the program when the maximum number of residents are home. When necessary the coordinator is expected to work afternoons, evenings, weekends and holidays. The coordinator cannot be on the program schedule to work Direct Care more than eight hours per week if they are salaried.

### **REQUIREMENTS**

#### **Education/Experience/Qualifications**

- Must be at least 18 years of age with High School Diploma or G.E.D.
- Must have a minimum of two years college education or two years experience in the MR/DD field.
- Must have two years experience managing and supervising employees.
- Must show proof of vehicle insurance if you own a vehicle.
- Must be bondable and pass a criminal history check.
- Must provide a minimum of two work references.
- Must possess a valid driver's license and be prepared to drive Benco vehicles.
- Must meet driving record standards set by Benco's insurance carrier.
- Must be able to work afternoon/evening, weekend/holiday shifts as needed. Work day to be scheduled to meet individual training needs and daily management of the program.
- Knowledge of assessment techniques and functional record keeping.
- Knowledge of local/state services to individuals with developmental disabilities.
- Ability to implement and train employees on behavior support programs and techniques.

### **TRAINING**

- Complete Pre-service.
- Successfully complete Skills Class training within four months of hire date.
- Successfully complete Core Competency training within three months of hire date.
- Successfully complete CPR/First Aid training within one month of hire date or show proof of current cards at time of hire and maintain current certification.
- Successfully complete OIS training within six months of hire date and maintain current certification.

- Participate in a minimum of twenty hours of in-house training within the first thirty days of hire.
- Participate in a minimum of twenty hours of outside training within the first year.
- Participate in a minimum of twenty hours of in-house or outside training annually.

## **DUTIES**

- Coordinate routine program operations.
- Coordinate employee meetings as needed.
- Coordinate spending and account for program finances.
- Coordinate spending and account for resident purchases.
- Coordinate and monitor all resident training programs.
- Coordinate and implement employee schedules.
- Coordinate training of and monitor all behavior programs and tracking forms.
- Coordinate, administer and handle medications according to policy and regulation.
- Coordinate and assure program is kept clean.
- Coordinate and encourage resident involvement in activities.
- Coordinate and assure compliance with all regulatory guidelines such as: OSHA, OAR and SAIF.
- Coordinate and assure compliance with emergency procedure requirements; fire drills, emergency policy, emergency phone numbers available, etc.
- Coordinate and maintain an environment that promotes maximum growth and independence for residents.
- Coordinate and assure that a safe program environment is maintained at all times.
- Coordinate and assure that the resident's nutritional needs are met; well-balanced meals, follow special diet recommendations, follow menus as needed.
- Coordinate and assist residents with appointments as needed: medical, community, counseling, vocational, etc.
- Coordinate, assist and encourage resident involvement in community activities.
- Coordinate and assist residents in the purchases and upkeep of personal belongings.
- Coordinate and assist residents with family and personal contacts.
- Coordinate, assist and assure that employee training is completed in proper time frame and maintained.
- Coordinate, assist and encourage residents in all aspects of active involvement in their program.
- Coordinate and participate in the development and implementation of ISPs and attend annual ISP meetings and as needed.
- Keep resident's money secured at all times.
- Maintain consistency in communication with employees and interdisciplinary team members.
- Carry the pager phone as scheduled and as needed.

- Complete and turn in all reports required at specific time due; timesheets, in-service records, mileage forms, transmittals, checkbook registers, petty cash ledgers, household supply requests and money requests, etc.
- Respect resident rights and assure they are met.
- Read and implement all Benco policies, procedures and OARs, and review and implement new and revised policies, procedures and OARs as needed.
- Maintain positive teamwork with co-workers and organization.
- Maintain positive relationships with outside agencies.
- Maintain a professional attitude.
- Assure that resident confidentiality is maintained.
- Assist residents in all areas of personal hygiene as needed.
- Read all log entries daily: medical, behavioral, program, etc.
- Assure incident reports are written and review all reports and take appropriate action as necessary.
- Participate in Quality Assurance checklists as scheduled.
- Review program budgets and work with the Residential and Executive Director to maintain fiscal accountability.
- Respond and follow up on employee and client issues.
- Assist in hiring, disciplining and discharging employees as needed.
- Complete employee evaluations as needed.
- Attend licensing on-site review for the program and follow up with a plan of corrections within time frame designated by the state licensing team.
- Must be able to lift at least 60lbs on a regular basis.
- Other duties as assigned by the Residential/Executive Director.

**RESPONSIBLE TO:**

Residential and Executive Director