24-HOUR RESIDENTIAL PROGRAM COORDINATOR

JOB DESCRIPTION – Stone Street

## PURPOSE

The Program Coordinator is responsible for ensuring the day-to-day care of the residents that live in the program and the daily operation of the program.

## REQUIREMENTS

* 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 IDD field.
* Must have two years’ experience supervising employees.
* Must be able to pass a background check.
* Must provide a minimum of two work references.
* Must possess a valid driver’s license, good driving record and have proof of vehicle insurance.
* Must be able to work afternoon/evening, weekend/holiday shifts as needed.
* Knowledge of assessment techniques and functional record keeping.
* Knowledge of local/state services to individuals with developmental disabilities.
* Knowledge of Oregon State Board of Nursing Oregon Administrative Rules.
* Knowledge of ODDS Oregon Administrative Rules.

## TRAINING

* Complete pre-service hiring orientation.
* Successfully complete iLearn online State training course within 30 days of hire date.
* Successfully complete CPR/First Aid training within 30 days of hire date or show proof of current cards at time of hire and maintain current certification.
* Successfully complete Oregon Intervention System (OIS) training within 30 days of hire date and maintain current certification.
* Participate in a minimum of twenty hours of in-house training within the first 30 days of hire.
* Participate in a minimum of 12 hours of in-house or outside training annually thereafter.

## DUTIES-Residents

* Coordinate spending and account for resident purchases.
* Coordinate and monitor all resident training programs.
* Coordinate and encourage resident involvement in activities.
* 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 and maintain an environment that promotes maximum growth and independence for residents.
* Coordinate, assist and encourage residents in all aspects of active involvement in their program.
* Keep resident’s money secured at all times.
* Respect resident rights and ensure they are met.
* Ensure that resident confidentiality is maintained.
* Assist residents in all areas of personal hygiene care as needed.
* Coordinate and ensure that the residents nutritional needs are met; well-balanced meals are served and ensure special diet recommendations and menus are followed.
* Coordinate and assist residents with appointments as needed: medical, community, counseling, employment, etc. Review all resident’s medical appointments with nursing staff and provide feedback and recommendations for follow-up as needed.

**DUTIES-Nursing**

* Oversee nursing employees, scheduling shifts and being on call for emergency situations.
* Coordinate with Nursing Agencies and Contract Nurse for employee delegations, nursing assessments and nurse coverage when needed.
* Work with the RN Consultant to provide evaluations for nursing employees on a regular basis.
* Work with RN Consultant to develop medical protocols, which ensure and define safe practice consistent resident care by nursing employees and Direct Care employees.
* Ensure RN’s/LPN’s complete nursing assessments and proper documentation for all residents.
* Coordinate administration and handle medications according to policy and OAR State

regulations.

* Ensure that physician’s orders are followed and give medications per physician’s order.

**DUTIES-Documentation, supervision, meetings, policy, procedure, protocol, etc.**

* Develop and ensure a system whereby medication sheets and medications are accurate, available, and accounted for.
* Coordinate and participate in the development and implementation of ISP’s and attend ISP meetings as needed.
* Read all log entries daily: medical, behavioral, program, etc.
* Ensure training of employees per policy, procedure, and protocol guidelines.
* Coordinate, assist and ensure that employee training is completed for all medical treatments and procedures in proper time frames and maintained.
* Ensure GER’s are written and reviewed and take appropriate action as necessary. Provide feedback as necessary to ensure resident health and safety.
* Maintain consistency in communication with employees and interdisciplinary team members.
* Develop and ensure a communications system to be used between nursing employees and Direct Care employees, as-well-as, medical consultants thereby ensuring safety and continuity of resident care.
* Complete and turn in all reports required at specific time due, timesheets, in-service records, mileage forms, checkbook registers, petty cash ledgers, household supply requests, money requests, etc.
* Coordinate routine program operations.
* Coordinate employee meetings as needed.
* Coordinate spending and account for program finances.
* Read and implement all Benco policies, procedures and OAR’s, and review and implement new and revised policies, procedures and OAR’s as needed.
* Participate in Quality Assurance (QA’s) checklists as scheduled.
* Review program budgets and work with the Residential and Executive Director’s to maintain fiscal accountability.
* Coordinate and ensure that a safe program environment is maintained at all times.
* Coordinate and assure compliance with all regulatory guidelines such as: OSHA, OAR’s and workers compensation (SAIF).
* Coordinate and ensure compliance with emergency procedure requirements, fire drills, emergency policy, emergency phone numbers available, etc.
* Respond and follow up on employee and resident issues.
* Coordinate and implement employee schedules.
* Coordinate training of and monitor all behavior programs and tracking forms.
* Coordinate and assure program is kept clean.
* Assist in hiring, disciplining, and discharging employees as needed for nursing staff and Direct Care employees.
* Complete employee evaluations for Direct Care employees.
* 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.
* Review new resident packets for admissions and give input as to possible medical, environmental, and staffing supports needed for potential residents.
* Maintain positive teamwork with employees, co-workers and organization.
* Maintain positive relationships with outside agencies.
* Interface with county and state mental health agencies regarding rules, planning, or resident concerns.
* Maintain a professional, positive attitude.
* Carry the pager cell phone as scheduled and as needed.
* Must be able to lift at least 60lbs on a regular basis.
* Other duties as assigned by the Residential/Executive Director.

**RESPONSIBLE TO:**

Residential Director and/or Executive Director

I have read and understand the responsibilities of this position.

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Signature Date