

CARE EDISON LLC

JOB DESCRIPTION

Job Title: Program Coordinator
Department: Management
Reports To: Senior P.C.
FLSA Status: Non-Exempt
Reviewed By: Executive Committee
Approved By: Executive Committee
Approval Date: March 3, 2021
Review Date:

SUMMARY

Directs and coordinates activities of the recipient in accordance with DDS is responsible for the supervision, coordination, and monitoring of the services provided by the contract agency to a service recipient.

ESSENTIAL DUTIES, FUNCTIONS and RESPONSIBILITIES

Comply with DDS training requirements.
Maintains a positive relationship with all team members.
Communicates closely with case managers and other team members to keep apprised of progress, regression, health care needs or any other issues requiring attention.
Prior to service deliver: completes an emergency housing back-up plan for review and approval of the team.
Supervise HTS and train new staff in homes without a house manager
Prepares time sheets for payroll address any problems noted on the time.
Supervise house managers.
Complete personnel action forms upon hiring, reviews and terminations.
Interview with HR, train and monitor performance of staff.
Ensure that habilitation goals, objectives, and service plans are implemented in accordance with the individualized plan.
Submit monthly progress reports to case managers by the 10th of each month
Report all cases of suspected abuse, neglect or exploitation immediately and route incident reports to case managers, OCA, attorney general and state office as applicable.
Inspect homes of service recipients receiving residential services to determine if homes are sanitary, free from hazards, and equipped with flashlight, smoke detectors, carbon monoxide detector, first aid kit, fire extinguisher, adequate food, and cleaning supplies.
Ensure that dangerous or deadly weapons such as guns, bb guns, air rifles, or other fire arms, crossbows, paint guns, arrows, explosives, stun guns, and knives are not in home.
Provide earned income report to case manager when agency serves as rep payee.
Audit homes to make sure that required documentation is occurring and that proper forms are available.
Complete sight visit forms.
Monitor homes practice of conducting emergency evacuation drills (monthly)

Completes all consents with the service recipient or the legal guardian which defines the responsibilities of each party.

Ensure that each service recipient is actively participating in community life and activities.

Provide an agency policy book to each home supervised and set up other home records accordingly.

Provide training records for each staff in each home.

Know the service recipient and his or her need

Make announced and unannounced visits to the service recipients' home (3 per month) that follow the following guidelines: 1. At least one unannounced monitoring visit each month must occur on Saturday or Sunday, and 2. another must occur between 8:00 P.M. and 7:00 A.M on a week day.

Provide support assistance to any service recipient who is experiencing an emotional, behavioral, or medical crisis

Be accessible to HTS 24 hours per day and available to respond, in person if necessary to an emergency

Supervise HTS to promote achievement of outcomes in the plan

Ensure that staffing levels meet the requirements of the service recipients plan, with staff trained in accordance with OAC 340:100-3-38 (may require working a shift in home in absence of home staff)

Ensure all household requirements are always in place including utilities, phone service, furniture, food supplies that meet the service recipient's nutritional needs, linens, personal items, adaptive equipment, and prescriptions medication-review records and ensure that prescriptions are filled and administered as prescribed.

Make sure recipient receives annual physical.

SUPERVISORY RESPONSIBILITIES

Manages several subordinate positions, who supervise a total of approximately 50 employees. Responsible for the overall direction, coordination, and evaluation of the Recipient. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems with Human Resources.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LEADERSHIP, CHANGE MANAGEMENT and PERSONAL EFFECTIVENESS

Demonstrates a strong self-initiative and self-motivation.

Demonstrates the ability to influence and enlist support.

Demonstrates ability to coach subordinate personnel.

Demonstrates effective time, organizational and prioritization skills.

Demonstrates team skills and respects differences.

Demonstrates adherence to professional standards including ethics, confidentiality, privacy and conflict of interest.

EDUCATION and/or EXPERIENCE

Bachelor’s degree (B.A.) from four-year college or university; or four or more years related leadership experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER QUALIFICATIONS

Three- letters of reference.

CERTIFICATES, LICENSES and/or REGISTRATIONS

Maintains a valid Driver’s License, reliable vehicle with insurance coverage in accord with state and agency requirements.

TRAINING

M.A.T, CPR/FA, Foundations, ETL1, ETL2, Communication, Connections, Nuts & Bolts, Ethical & Legal, Skill Building, Health Day 1, Health Day 2, Job Specific, Health Care Coordinating Training, Individual Plan Module 1, Individual Plan Module 2, MOPI, DISCUS, Quality Assurance Module, Individual specific training. All training is to be completed in accordance with OAC 340:100-3-38.1

Annual training complete 20 hours of approved training to include 12 hrs. of supervisory training if supervise staff.

PHYSICAL DEMANDS

Includes Standing and Walking/Bending/Carrying/Lifting/Hand/Finger Dexterity/Kneeling/Vision/Hearing

Sedentary ___ Light ___ Medium ___ Heavy __X__ Very Heavy ___

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

Includes Exposure to hazardous risks, work environment conditions

Low Moderate High

Moderate exposure to hazardous risks, including potential for exposure to infections and communicable diseases, blood and body fluids, electrical equipment, chemicals, such as alcohol and Clorox. Must follow universal safety precautions. Contact with adults who may exhibit physical, behavioral outbursts related to a mental health condition.

SECURITY

Adheres to the agency's Confidentiality, Privacy and Conflict of Interest policies and procedures.

SUPERVISION RECEIVED

The Program Coordinator is hired by Human Resources and supervised and evaluated by the Senior PC.

Program Coordinator

Date

Senior PC

Date

Human Resources Director

Date