JOB POSTING: COORDINATOR – PROGRAM DEPARTMENT

We are recruiting for a part-time position as Coordinator of In-Home Respite and Community Habilitation as part of our Program Department. This position will work a total of approximately 18 hours per week on Monday/Wednesday/Friday/Sunday. Reports to Program Director. Duties include but are not limited to:

**In Home:**
- Identify and coordinate appropriate staff scheduling that meets the needs of the participant and family.
- Provide training and direction for proficient use of Evero and Paychex, as well required review of participant’s book that includes specific information relevant to the participant.
- Coordinate and partake in initial meet and greet between staff and family as needed.
- Responsible for the steady progression and growth of In-Home caseloads.
- Daily review of Evero and Paychex and adjust for discrepancies as needed. Support staff needs and troubleshoot as required and direct any issues to QA.
- Review to ensure accuracy of the daily submissions of signature sheets as services are provided.
- Ensure Signature sheets are completed and delivered to GRACE each Saturday.
- Ongoing interaction with families to ensure needs are being met.
- Ensure unit hours match total units assigned to the participant.
- Completed respite records are submitted to QA Director for submission/approval for Finance payment.
- Prepare Retention Rate Report for Finance Department prior to monthly Board Meetings.
- Perform other administrative duties as assigned by Program Director.

**Community Habilitation:**
- Develop Community Habilitation plans in accordance with OPWDD regulations.
- Work in tandem with Care Managers and other team members to solidify goals and objectives.
- Train staff to ensure goals and activities in Com Hab Plan are fulfilled.
- Ensure staff meets specific requirements as outlined in Staff Acknowledgement Sign-Off document.
- Review daily data collection and Evero activity and monthly summaries to ensure goals are accurately addressed.
- Maintain open lines of communication with families receiving services.
- Review all occurrences, injuries, reportable incidents in a timely manner and report to Program Director.
- Attend mandatory OPWDD trainings as directed by Program Director.
- Be fully aware of all Com Hab Staff Action Plans and intake information.
- Ensure DSP Core Competencies are completed.
- Basic understanding of all Program Department responsibilities and assist as needed.

**Minimum Requirements:**
- Bachelor’s degree in a related field or higher.
- Knowledge of OPWDD processes.
- 2+ years’ experience working with the developmentally disabled population.
- Strong verbal and written communication skills.
- Knowledge of GRACE processes/procedures a plus.
- Strong leadership skills.
- Proven organizational skills and attention to detail
- Ability to manage and shift priorities as needed.
- Strong computer skills including MS suite.
- Ability to maintain confidentiality in all situations.
- Positive demeanor in all interactions in/out of office.

PLEASE CONTACT ANGELA RICCA IN HUMAN RESOURCES IF YOU INTERESTED IN APPLYING. THANK YOU!

Posting Date 2/4/2020