



EMPOWER

Job Description Form

Position Number: 39-01, 30-01
36-01, 34-01

Job Title: Program Coordinator

Division: Community Housing

Departments: ICF's

Reports To: Director of Community Housing Prepared By: Diane Baehre, ED

FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

The Program Coordinator coordinates staff and services for ID/DD population in group home facilities known as Intermediate Care Facilities (ICFs).

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Remains knowledgeable of and responsible for the implementation of operating standards of regulatory bodies.

For all people we support, annually supervises and ensures that:

- annual assessments of clinicians are completed by no sooner than 30 days before annual review and no later than 7 days before annual review
- for each person we support, strengths and needs are identified from clinical assessments and interventions are planned with all necessary components in place; ensures that plans are written in Person Centered Language.
- the ITT discussion and resolution necessary for development of the plan of care are documented
- total plan of care is reviewed in the Annual Comprehensive Functional Assessment
- ensure the person we support has a voice in their plan development

Every 90 days ensures that:

- 90 day notes of each clinician are completed and reviewed

- all interventions in ICF day program are documented through program notes
- maintains communication with the clinical team (employees and contracted) and reports progress to the DCH
- ITT discussion concerning any changes or modifications made to the Individual Service Plan are documented
- conducts 90 day program review meetings, summarizing the content of the meeting in a 90 day QIDP note

Develops and maintains community liaisons.

Coordinates daily operation of the facility and general record keeping procedures including individual record, fire and safety records, employee time sheets, both monthly and cumulative benefit accrual records and financial records. Ensures general safety and confidentiality of all records.

Presents or ensures the presentation of general and person specific in-services to ensure staff are properly trained.

Maintains and coordinates physical plan operations of the residence, contacting maintenance personnel when necessary and directly overseeing routine maintenance and housekeeping activities and ensuring that security and safety procedures and precautions are taken and followed.

Is responsible for petty cash accounting and overseeing purchases of food/supplies, money disbursements.

Oversees volunteer and work-study student recruiting, training and supervision.

Ensures the coordination of regular staff meetings and attends bi-weekly ICF management meetings. He/she actively participates as a member of the facility's Admission Committee.

Completes quarterly reviews for the Human Rights Committee.

Completes Informal Consent reviews annually or as needed if appropriate.

Performs other responsibilities as requested by the Director of Community Housing.

Must be familiar with the Collective Bargaining Agreement, and vigilantly comply with it at all times

III. OTHER DUTIES AND RESPONSIBILITIES

Participate in committees as assigned by the Director of Community Housing.

Quality Assurance:

- Investigations: Community Housing Managers are all trained to investigate Serious Reportable Incidents and Allegations of Abuse and Neglect, and will periodically be asked to do investigations.
- Internal Surveys: All Community Housing Managers participate on at least one Internal Survey team as part of the QA/QI process.
- Filing Serious Reportable Incidents and Allegations of Abuse or Neglect in collaboration with the Quality Assurance department.

IV. SUPERVISORY RESPONSIBILITIES

- Minimally, Client Services Specialists and RNs are to be met with 1:1 on a monthly basis; ensures that probationary employees should be met with on at least a *weekly basis*. Agenda for 1:1 meetings should include, but is not limited to: Attendance, Documentation, progress on employee's goals, and verifying that Certifications (Medication Certification, SCIP-R, CPR, etc) continue to be current.
- Provide employees with regular feedback on their job performance. When necessary, formally discipline employees.
- Complete timely Probationary and Annual performance evaluations for assigned CSSs and RNs. It is the PC's responsibility to *know* when evaluations are due and to complete them in a timely fashion. Probationary Evaluations are a priority.
- Satellite Files – consistent with HR Policy, PC's are responsible for maintaining Satellite Files for all of the employees that they directly supervise.

V. KNOWLEDGE AND SKILLS

BS in Human Services or related field. Must be a Qualified Intellectual Disabilities Professional (QIDP) as defined by ICF regulations. Minimum of one year of management or supervisory experience in setting providing services to developmentally disabled.

The above qualifications may be waived in lieu of a combination of other educational and occupational experiences after a thorough review by the Chief Executive Officer.

New York State driver's license required.

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

VI. FUNCTIONAL ABILITIES

Fluent in reading, writing and speaking English.

Visual and auditory acuity sufficient to perform reviews of individual records, interact effectively with staff, individuals and families and conduct face-to-face interventions, when needed.

Mobility, physical strength and endurance sufficient to attend to program activities in and out of the ICF.

Possess valid NYS driver's license to transport people we support in the Agency van, when necessary.

Ability to lift 50 pounds without restriction in order to safely assist people we support with physical needs and initiate SCIP with adequate training.