

Arkansas Valley Community Center
1500 San Juan Avenue
La Junta, CO 81050

Locator: RES8
Position Title: Residential Program Coordinator
Department: Residential
Reports To: Adult Services Director
FLSA Status: Exempt
Prepared By: J. Davidson Date: 2/1/2002
Revised By: L. LaDue Revised: 1/22/2008
Approved By: J. DeLeon Approved: 1/22/2008

SUMMARY: The Program Coordinator will provide day-to-day oversight of assigned areas. Responsibilities include staff and consumer supervision, program development, coordination and delivery of program services for consumers in a variety of Residential and Community based settings. In addition, maintaining program files and assisting in achieving program goals as needed to maintain program accreditation is necessary. This position is responsible for the administration of necessary physical and emotional care to promote growth and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

1. Oversee day to day operations of programs to include but not be limited to providing reasonable and appropriate supervision for staff and consumers.
2. Ensure that appropriate program staff performs general housekeeping and supervision of consumers and customers in sites.
3. Interview and hire for program/site vacancies.
4. Supervise staff using fair and consistent application of personnel policies and procedures.
5. Cover vacant shifts in program sites as needed.
6. Provide staff training and orientations to new employees and current employees as needed.
7. Conduct regular program site meetings and document minutes of these meetings.
8. Monitor submission of eligibility documentation and work cooperatively with house and case managers.
9. Obtain, analyze, and synthesize case information on individual consumers in order to develop and implement Individual Program Plans and ISSP's.
10. Assist with developing behavior programs and provide necessary tracking, baseline data and follow up implementation.
11. Monitor and track plans and progress as indicated.
12. Attend planning meetings for residents and provide formal and informal assessments of residents, and summarize functional skill levels and behaviors for the Individual Plan.
13. Provide documentation as required by regulatory agencies including, but not limited to, progress/training notes, resident personal needs records, attendance forms, incident reports, and other documentation as assigned.
14. Perform quarterly survey assessment of assigned program sites in accordance with state standards.
15. Handle parental, family and guardian contacts as assigned.
16. Work cooperatively with other departments, programs, agencies and constituents in the delivery of service.
17. Carry Residential emergency phone on a scheduled basis and also perform emergency response assignment, as needed based on current program needs.
18. Maintain completeness of program files and records including: count and order medications, organize and maintain up to date program files, re-order forms as needed, balance residents' personal accounts, summarize training plans, follow procedures as required to maintain program accreditation, write program plans (ISSP's), monitor ongoing tracking of program plans, utilize community resources in designing and coordinating community integration programs for assigned consumers, and assist in developing and achieving program goals.
19. Provide follow up response to IR's in a timely and professional manner.
20. Participate in and provide supporting documentation in investigations as a result of follow up response to IR's.
21. Maintain program sites in accordance with Division for Developmental Disabilities (DDD), Colorado State Health Department and/or CARF standards.
22. Order and maintain necessary supplies, material, and equipment within budgetary guidelines.
23. Develop and implement a routine and preventive maintenance plan to ensure the upkeep of assigned agency vehicles and residents within assigned program.
24. Maintain overall, general organization and flow of activities in assigned programs and sites.

25. Serve as agency liaison with community representatives as needed on behalf of consumer and agency.
26. Monitor program sites for environmental and programming quality.
27. Must have strong organizational and time management abilities.
28. Must be able to perform lifting and transferring techniques as trained, and pass written and performance testing.
29. Pass the Medication Administration test with no more than two attempts.
30. Participate in staff training activities and staff meetings, as outlined in the agency's staff development curriculum.
31. Driving of agency vehicles as necessary for transportation and needs of consumers and to perform other agency business.
32. Due to the nature of this position, staff attendance and promptness to assigned shifts is essential.
33. Follow AVCC policies and procedures in carrying out duties.
34. Perform other duties as assigned by supervisory staff.

SUPERVISORY RESPONSIBILITIES: The Program Coordinator is responsible for direct supervision of assigned staff. The Adult Services Director provides supervision of this position. In general, this position requires that the individual work independently approximately 90% of the time.

QUALIFICATION REQUIREMENTS: *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.*

Minimum/Preferred Qualifications:

This position requires a Bachelor's Degree and one year of supervisory experience; an Associates Degree and three years of demonstrated supervisor experience; a minimum of one year (30 credit hours) of college level courses at an accredited Junior College, Community College, 4-year College or 4-year University AND five years of demonstrated supervisor experience; a minimum of one year (30 credit hours) of college level courses at an accredited Junior College, Community College, 4-year College or 4-year University AND five years of demonstrated working experience in the developmental disabilities field.

Working knowledge of MS Office software. Must be at least 18 years of age. Persons hired into this position must be licensed drivers and have reliable transportation. If current license is from out-of-state, a valid Colorado Driver's License is required within thirty days of hire. Background check, reference and motor vehicle checks, drug and alcohol test must be passed. Current motor vehicle insurance is required. Driving is an essential job duty.

Preferred: Two years working in the field of developmental disabilities.

PHYSICAL DEMANDS: *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.*

While performing the duties of this job, the employee will regularly sit, walk and stand. The employee must be able to attend meetings in the evening and at other locations. Occasionally, movement such as squatting/stooping/kneeling, reaching above the head, and forward motion will be required. The employee will continuously be required to repeat the same hand, arm, or finger motion many times (typing, data entry). Ability to operate a personal computer and related software. Specific vision abilities required by this job include close, distance, and depth perception and ability to read handwritten or typed material, and the ability to adjust focus. The employee must be able to communicate through speech with consumers, staff, and public. Hearing requirements include conversation in both quiet and noisy environments. The employee will occasionally lift and/or push and pull up to 50 pounds. Lifting may require floor to waist, waist to shoulder, or shoulder to overhead movement. Bulk of duties are carried out inside. This position demands tolerance for various levels of stress, meeting deadlines with severe time constraints.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. Working conditions normally involves inside environments. This position requires working irregular or extended work hours. The employee is directly responsible for the safety, well being of consumers.

SKILL/ABILITY REQUIREMENTS: *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.*

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, manuals, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, consumers, consumer's parents, and/or the general public is required.

MATHEMATICAL SKILLS: Ability to apply basic mathematical skills to include concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables 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 SKILLS and ABILITIES:

Ability to work with others, with system issues, and willingness and ability to work within designated time frames. Patience in dealing with staff, consumers, and parents. Ability to develop effective working relationships with staff, consumers, and the community. Good communication skills and ability to work with others as a team is a must. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all organization requirements and agency policies.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

A specific listing of Physical Abilities/Working Conditions can be obtained from the Director of Human Resources.

THE ARKANSAS VALLEY COMMUNITY CENTER IS AN "AT WILL" EMPLOYER. EMPLOYMENT BETWEEN THE PARTIES IS INDEFINITE AND IS TERMINABLE AT THE WILL OF EITHER OF THE PARTIES AND MAY BE TERMINATED AT ANY TIME FOR ANY REASON.

Employee Signature Date

Supervisor Signature Date

Director Signature Date