

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

Locator: E16
Position Title: Supported Employment Program Coordinator
Department: Day
Reports To: Director of Community Supports
FLSA Status: Exempt
Prepared By: S. Church Revised: 09/18/06
Approved By: Signature on file Date:

SUMMARY: The Supported Employment Program Coordinator (SEPC) will provide day-to-day oversight of the Program areas. Responsibilities include program development, coordination and delivery of program services in a variety of Day and Community based settings. The SEPC is responsible to build and maintain working relationships with the business community in order to provide productive, meaningful work experiences for consumers. In addition, the SEPC will monitor program sites for environmental and programming quality in accordance with the Department of Developmental Disabilities, Health Department, and other regulatory agencies guidelines. The SEPC will assist in achieving program goals as needed to maintain program accreditation. This person will develop community relationships focused on job opportunities (Organizational and Supported Employment) for consumers.

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

Program

1. Work cooperatively with other departments, program agencies and constituents in the delivery of service promoting self advocacy.
2. Oversee community based and non-integrated activities and employment to ensure consistent implementation and alignment with the agency's Code of Ethical Responsibilities, Standards, Vision, Mission and Strategic Plan..
3. Review and summarize information relating to and provide assessments of individual consumers to participate in Individual Plan development for consumers. The SEPC will need to attend IP, IDT, and other Review meetings.
4. Write and monitor the implementation and tracking of Individual Service Support Plans (ISSP).
5. Assist with developing behavior programs and provide necessary tracking, baseline data, and implementation and follow up.
6. Provide follow-up responses to Incident Reports (IR) within assigned areas in a timely and professional manner. This includes but is not limited to participating in and providing documentation in an investigation as a result of follow up to IRs.
7. Provide documentation as required by regulatory agencies including, but not limited to, progress/training notes, attendance forms, incident reports, ISSP's, and petty cash.
8. Obtain, analyze, and synthesize case information on individual consumers in order to develop and implement Individual Program Plans and ISSP's.
9. Monitor and track plans and progress as indicated; assist in developing and achieving program goals.
10. Report all consumer health concerns, incident reports, health logs, medication errors, alleged abuse, mistreatment, neglect and exploitation to supervisor per reporting requirements.
11. Attend planning meetings for residents and provide formal and informal assessments of consumers, and summarize functional skill levels and behaviors for the Individual Plan.
12. Maintain participant records which meet the State of Colorado's Rules and Regulations requirements, implementing systems, policies, procedures, review reports and billing notes which assure program compliance.
13. Maintain participant records which meet the State of Colorado's Rules and Regulations requirements.
14. Utilize community resources in designing and coordinating community integration programs for assigned consumers.
15. Develop and maintain relationships and communicate with consumers, their families, and guardians as appropriate. Identify and solve significant issues affecting individuals served and their families.
16. Monitor program sites for environmental and programming quality.

Employment

17. Ongoing communication and support of Job Seekers.
18. Establish relationships and enroll individuals with community employment resources (i.e.: Voc Rehab, CO Work Force)
19. Establish community resources and contacts for community integration and employment opportunities.
20. Develop community relationships focused on job opportunities (Organizational and Supported Employment) for consumers.
21. Develop and maintain community job placement for consumers.
22. Develop and monitor Individual's work assessments, resume, and Individual Marketing Plan.
23. Establish work contacts for individuals in integrated and non-integrated settings, conduct evaluations, bids, and billing of contract work.
24. Maintain wage certificate with DOL, complete time studies, consumer payroll, and maintain consumer employee records, customer service plans, and surveys.
25. Act on business opportunities for the increase of job opportunities of the SE program.

Activity Related

26. Purchase activity and program materials to support consumer's needs as planned by SE PC.
27. Assist with consumers in program areas as needed.
28. Seek out community volunteer activities.
29. Ensure meaningful, age appropriate interactive activities are provided for consumers in small groups.
30. Consult with staff and supervisors about activities appropriate for the individual consumers including activities to meet ISSP outcomes.
31. Train/assist staff to engage consumers in activities.
32. Plan activities in the day sites and community that will stimulate and enhance consumer's ability in participation. (Monthly calendar)
33. Assess consumers for interest and ability to participate in activities.
34. Plan and decorate environments for consumers to improve stimulation and activity participation.
35. Assist with consumers in program areas as needed to improve participation in activities.
36. Involve consumers in community volunteer activities.

Managerial

37. Oversee day to day operations of programs; the fair and consistent application of agency policies and procedures.
38. Conduct regular program site meetings and document minutes of these meetings.
39. Order and maintain necessary supplies, materials, and equipment within budgetary guidelines.
40. Develop and implement a routine and preventative maintenance plan to ensure the upkeep of assigned agency equipment and sites within assigned program area.
41. Monitor program sites for environmental and program quality in accordance with DDD, and other regulatory agencies.

General

42. Work on behalf of consumers communicating and demonstrating a commitment to the principles and goals of the program and agency.
43. Communicate regularly with the Director of Community Supports regarding individual's progress, programming, employment opportunities, attributes and concerns.
44. Serve as agency liaison with community representatives as needed on behalf of consumers and agency.
45. Participate in and successfully pass all new employee training courses within two attempts.
46. Participate in staff training activities and staff meetings, as outlined in the agency's staff development curriculum.
47. Driving of agency vehicles as necessary for transportation and needs of consumers and to perform other agency business.
48. Due to the nature of this position, staff attendance and promptness to assigned shifts is essential. Staff must be able to work irregular, extended, and and/or be available for on-call work hours.
49. Follow AVCC policies and procedures in carrying out duties.
50. Must have strong organizational and time management abilities.
51. Good communication skills and ability to work with others as a team is a must.
52. Represent agency with professionalism while engaging in all duties as outlined above.
53. Perform other duties as assigned by supervisory staff.

SUPERVISORY RESPONSIBILITIES:

The Supported Employment Coordinator is responsible for direct supervision of assigned staff. The Director of Community Supports 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:

Minimum: This position requires a Bachelor's Degree in the field of Human Services (i.e. Psychology, Social Work, Education, Rehabilitation, Community Service, Sociology, Criminal Justice, Nursing) or Business Administration/Management. Two (2) years applicable work experience in the above-mentioned fields, with staff supervision. An Associate's Degree in the field of Human Services (i.e. Psychology, Social Work, Education, Rehabilitation, Community Service, Sociology, Criminal Justice, Nursing) or Business Administration/Management along with 5 years of experience in a related field may be substituted for the Bachelor's Degree. Nine years of experience may be substituted for the Bachelor's Degree, 7 of which must be in a directly related field to the position. 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 with in thirty days of hire. Background check, reference and motor vehicle checks must be passed. Current motor vehicle insurance is required. Driving is an essential job duty.

Preferred: Six (6) months experience in the field of human services work with individuals with developmental disabilities is preferred. Six (6) months experience in management of departments and/or staff.

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 as ability to read handwritten or typed material, and the ability to adjust focus. The employee must be able to communicate through speech with consumers and public. Hearing requirements include conversation in both quiet and noisy environments. The employee will occasionally lift and/or push and pull up to 50lbs. 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS and ABILITIES:

Must have strong organizational and time management abilities. Ability to work with others, with system issues, and a willingness and ability to work within designated time frames. Patience in dealing with consumers and parents. Ability to develop effective working relationships with consumers, staff and the community. 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

Date

Supervisor

Date