BENCO
ASSISTANT PROGRAM COORDINATOR (APC)
JOB DESCRIPTION

PURPOSE

The Assistant Program Coordinator is responsible for supporting, educating and assisting individuals in all areas of daily living. The duties may include but are not limited to: community orientation and inclusion; health care; social, recreational, vocational and educational programs. The APC also assists in behavior management, communicating and interacting with outside support services and friends and family.

REQUIREMENTS
Education/Experience/Qualifications

- Must be at least 18 years of age with High School Diploma or G.E.D.
- Must have a minimum of six month's experience with adults who have intellectual and/or developmental disabilities or two years of college or an equivalent combination of education and experience.
- Must be able to pass a background check.
- Must provide a minimum of one work reference and at least one unrelated personal reference, however Benco would prefer two work references.
- Must have a valid driver's license and a good driving record.

TRAINING

- Complete pre-service hiring orientation.
- Successfully complete the State mandated iLearn online course within 30 days of hire date.
- Successfully complete CPR/First Aid training within 30 days of hire date or show proof of current cards at time of hire and maintain current certification.
- Successfully complete OIS training within 30 days of hire date.
- Participate in a minimum of 12 hours training annually.

DUTIES

- Assist the Program Coordinator with routine program operations.
- Assist the Program Coordinator with employee disciplinary action as needed.
- Carry the pager cell phone as scheduled.
- Assume the duties of Program Coordinator when supervisor is not available.
- Positive teamwork with co-workers and organization.
- Positive, cooperative relationships with outside agencies.
- Read all policies and procedures, review new and revised policies as needed.
- Respect resident rights and assure they are met.
- Assist/encourage residents in all aspects of active involvement in their program.
- Assist residents with family and personal contacts.
- Assist residents in the purchase and upkeep of personal belongings.
- Assist/encourage resident involvement in community activities.
- Assist residents with appointments as needed. (Medical, community, job based, etc.)

- Assure that the resident's nutritional needs are met. (Well-balanced meals, follow special diet recommendation and doctors order and follow menus.)
- Assure that a safe program environment is maintained at all times.
- Maintain an environment that promotes maximum growth and independence for residents.
- Assure compliance with emergency procedure requirements. (Fire drills, emergency policy/phone numbers, etc.)
- Assure compliance with regulatory guidelines such as: OSHA, OAR & worker's compensation.
- Assure that resident confidentiality is maintained.
- Initiate resident involvement in activities.
- Assist residents in all areas of personal hygiene as needed.
- Administer and handle medication according to policy and OAR's.
- Document all behavior programs and tracking forms.
- Read all log entries daily. (Medication, T-Logs, behavior logs, etc.)
- Document all resident training programs.
- Accurately spend and account for program finances.
- Accurately spend and account for resident purchases.
- Keep resident money safeguarded at all times.
- Complete and turn in all reports required at specific time due. (i.e. time sheets, in-service records, mileage forms, etc.)
- Be prepared to lift, transfer and help residents in any way that may require lifting at least 60lbs.
- Attend all mandatory staff meetings.
- Other duties as assigned by Program Coordinator.

RESPONSIBLE TO:

The Assistant Program Coordinator is responsible to the Program Coordinator and Residential/Executive Director.