24-HOUR RESIDENTIAL AND SUPPORTED LIVING PROGRAM COORDINATOR JOB DESCRIPTION

PURPOSE

The Program Coordinator is responsible for ensuring the day-to-day care of the residents that live in the program and the daily operation of the program. The Program Coordinator is responsible for managing/supervising employees on a daily basis.

REQUIREMENTS

- Must be at least 18 years of age.
- Must have a minimum of two years of college education or two years' experience in the IDD field.
- Must have two years' experience supervising employees.
- Must be willing to complete a background check.
- Must provide a minimum of two work references.
- Must possess a valid driver's license, good driving record and have proof of vehicle insurance.
- Must be able to work afternoon/evening, weekend/holiday shifts as needed.
- Knowledge of assessment techniques and functional record keeping.
- Knowledge of local/state services to individuals with developmental disabilities.

TRAINING

- Complete pre-service hiring orientation.
- Successfully complete BBP/RA/OSHA training before going to the program.
- Successfully complete online State Core Competency training course within 60 days of hire date.
- Successfully complete Intro to Your Role training within 30 days of hire date or show proof of completion in your file.
- 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 Oregon Intervention System (OIS) training within 30 days of hire date and maintain current certification.
- Successfully complete Welcome to my World training within 90 days of hire.
- Participate in a minimum of twenty hours of in-house training within the first 30 days of hire.
- Participate in a minimum of twelve hours annually thereafter.

DUTIES

- Coordinate spending and account for resident purchases.
- Coordinate and monitor all resident training programs.
- Coordinate and encourage resident involvement in activities.
- Coordinate and maintain an environment that promotes maximum growth and independence for residents.

- Coordinate and ensure that the residents' nutritional needs are met; well-balanced meals are served and ensure special diet recommendations and menus are followed.
- Coordinate and assist residents with appointments as needed: medical, community, counseling, vocational, etc.
- Coordinate, assist and encourage resident involvement in community activities.
- Coordinate and assist residents in the purchases and upkeep of personal belongings.
- Coordinate and assist residents with family and personal contacts.
- Coordinate, assist and encourage residents in all aspects of active involvement in their program.
- Keep the resident's money secure at all times.
- Respect resident rights and ensure they are met.
- Ensure that resident confidentiality is maintained.
- Assist residents in all areas of personal hygiene care as needed.
- Coordinate and participate in the development and implementation of ISP's and attend ISP meetings as needed.
- Read all log entries daily: medical, behavioral, program, etc.
- Coordinate, assist and ensure that employee training is completed in proper time frames and maintained.
- Ensure GER's are written and reviewed and take appropriate action as necessary.
- Maintain consistency in communication with employees and interdisciplinary team members.
- Complete and turn in all reports required at specific time due such as timesheets, in-service records, mileage forms, checkbook registers, petty cash ledgers, household supply requests, money requests, etc.
- Coordinate routine program operations.
- Coordinate employee meetings as needed.
- Coordinate spending and account for program finances.
- Read and implement all Benco policies, procedures and OAR's, and review and implement new and revised policies, procedures and OARs as needed.
- Participate in Quality Assurance (QA's) checklists as scheduled.
- Review program budgets and work with the Residential and Executive Director's to maintain fiscal accountability.
- Coordinate and ensure that a safe program environment is maintained at all times.
- Coordinate and ensure compliance with all regulatory guidelines such as: OSHA, OAR's and workers compensation (SAIF).
- Coordinate and ensure compliance with emergency procedure requirements such as fire drills, emergency policy, emergency phone numbers available, etc.
- Respond and follow up on employee and resident issues.
- Coordinate and implement employee schedules
- Coordinate training of and monitor all behavior programs and tracking forms.

- Coordinate, administer and handle medications according to policy and OAR State regulations.
- Coordinate and ensure the program is kept clean.
- Assist in hiring, disciplining and discharging employees as needed.
- Complete employee evaluations as needed.
- Attend licensing on-site review for the program and follow up with a plan of corrections within the timeframe designated by the state licensing team.
- Maintain positive teamwork with employees, co-workers and organization.
- Maintain positive relationships with outside agencies.
- Maintain a professional, positive attitude.
- Carry the emergency cell phone as scheduled and as needed.
- Must be able to lift at least 60lbs on a regular basis.
- Attend Bi-weekly management meetings and any other meetings scheduled as needed.
- Other duties assigned by the Residential and/or Executive Director.

RESPONSIBLE TO:
Residential Director and/or Executive Director

I have read and understand the responsibilities of this position.

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Signature Date