

## **JOB DESCRIPTION**

<b>TITLE:</b>	Home Coordinator – North King County
<b>SUPERVISOR:</b>	Regional Director
<b>PROGRAM:</b>	Disability Services
<b>HOURS &amp; WAGES:</b>	Full Time/ \$33,000 annually
<b>DESCRIPTION DATE:</b>	June 2015

### **GENERAL FUNCTION:**

The Home Coordinator is responsible for the overall day-to-day functioning of the Supported Living Program including:

- Some training and all scheduling of staff to meet the clients needs.
- Maintaining good working relationships with families and guardians, the community, other collaborative agencies and persons, and DDA.
- Ensuring clients receive supports and training per the ISP/IISP. Ensure staff follow the Residential Guidelines and properly document as the ISP/IISP outlines.
- Understanding and operating within the WACs, regulations, and DDA policies that govern community residential programs.

### **QUALIFICATIONS:**

- A BA in a related human service field or at least two years experience working with developmentally disabled persons; experience as a supervisory position strongly preferred. Related experience can be substituted for educational requirements.
- Required, as a condition of employment, to obtain: Food Handler's Permit, CPR/First Aid certification, Nursing Assistant certification within 90 days of employment, and to attend the required trainings as scheduled. Must pass (90%) the Mandated Reporting Post-Test.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations
- Excellent oral and written communication skills
- Ability to work independently as well as in a team
- Knowledgeable and skilled in all Office Suite applications
- Ability to learn and use technology applications as appropriate to the work environment
- Must have a valid driver's license and proof of insurance
- Must be able to pass required background check

### **PRINCIPLE ACTIVITIES:**

- Ensures that needed health care services to clients are provided in a consistent, timely, appropriate and coordinated manner.



#### **WESTERN WASHINGTON**

- Works with clients directly. Ensures that client's living spaces are maintained, safe, and healthy environments.
- Ensures that clients are trained in emergency procedures and follow WACs for emergency equipment on site.
- Maintains positive contact with clients, guardians, and DDA.
- Provides supervision to staff, including written evaluations. Arranges and facilitates regular staff meetings.
- Participates in ongoing scheduled agency training sessions.
- Communicates regularly with clients, parents, and guardians.
- Home Coordinator is on call M-F 24 hours per day, and is scheduled for weekend on-call rotation.
- Facilitates employee evaluations.
- Ensures client financial records are accurate and maintained.
- Manages site service hours and overtime responsibly.
- Becomes familiar and knowledgeable of DDA/WAC regulations, VOA/DS policies and procedures and DSHS mandatory reporting guidelines.

If you wish to apply for this position, please email your resume and cover letter to:  
**[recruiter@voaww.org](mailto:recruiter@voaww.org)**.

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