



WESTERN WASHINGTON

POSITION: Program Coordinator

IMMEDIATE SUPERVISOR: Program Manager
PROGRAM: Disability Services
HOURS & WAGES: Full Time/Non-Exempt/DOE
DATE: February 2017

GENERAL FUNCTION:

Under the supervision of the Program Manager and the Regional Director, the Program Coordinator assists the Program Manager with overseeing the provision of support for participants living at specific sites. Program Coordinator assists the Program Manager by providing oversight to staffing operations at sites, by serving as the first source of communication between staff and site issues, and the Program Manager when the Program Manager is not at site, and by being a mentor and trainer to both new and existing staff.

QUALIFICATIONS:

- Must be at least 18 years of age and have a high school diploma or GED. AA degree is preferred.
- 1-2 years of experience working with persons with developmental disabilities is required.
- Must be able to read and understand the program documentation and complete detailed, accurate documentation in line with program requirements.
- Required to maintain all certifications required to work as a DSP including but not limited to CPR/1st Aid, BBP, Mandated Reporting, and Nursing Assistant Registration (NAR), as well as pass an annual background check performed in line with the date of hire.
- Knowledgeable and skilled in all MS Office applications.
- Effective organizational and interpersonal skills including written and verbal communication skills.
- Accepts responsibility for one's own actions and follows through on commitments.
- Must have a valid driver's license and reliable transportation. Must have the ability to transport clients either in their own personal vehicle or obtain the necessary training to transport clients using VOAWW transportation.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations
- Must be able to pass required background check

PRINCIPLE ACTIVITIES:

- Maintains excellent communication with other staff and the Program Manager regarding all aspects of client care and household operations.
- Assists the Program Manager in finding coverage as well as serves as a first contact when shift coverage is needed.

- Assists the Program Manager by completing daily quality assurance checks on client records including daily notes, client financial documentation, medications, and client plans.
- Assists the Program Manager with the implementation of updated client plans either yearly or as needed. Works with the Program Manager to teach and train staff on the plans as well as policies and procedures associated with the plans.
- Accompanies clients to scheduled medical appointments, and possesses the ability to communicate with the Program Manager any follow up associated with appointments.
- Works with the Program Manager to schedule and execute recreational activities as well as outings such as grocery shopping or to support a client in using their spending cash.
- Oversees the use of shift verification forms (double check forms) and communicates with the Program Manager any discrepancies observed.
- Completes one full Medication Check each week, and performs daily audits of the MAR, informing the Program Manager of any discrepancies observed. Also, responsible for assisting the Program Manager in ordering any medications as needed.
- Responsible for either transporting clients or arranging transportation for clients to attend activities.
- Required to work at least one, but preferably both weekend days and serves as an extension of the Program Manager in their absence, including but not limited to answering program related questions, teaching and training staff, assisting with scheduling, ordering supplies/medications, checking documentation for accuracy, and all other duties as assigned.
- Develops cleaning schedules and monitors to ensure that each home is well maintained.
- Ensures that each home has an adequate food supply and that necessary ingredients are purchased for the weekly menu.
- Works direct support shifts in the homes and reports directly to the Program Manager.
- Assists the Program Manager with conducting a full site audit at a minimum of one time per month.
- Performs additional responsibilities as assigned by the Program Manager.

If you wish to apply for this position, please email your cover letter and resume to:

recruiter@voaww.org.

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