

POSITION: Program Coordinator

IMMEDIATE SUPERVISOR: Program Manager
PROGRAM: Disability Services – Skagit County
STATUS: Full Time/Non Exempt
DATE: November 2018

GENERAL FUNCTION:

Under the supervision of the Program Manager, 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 and administrative operations at sites and in the office as needed, by serving as the first source of communication between staff and site issues, acting as a representative of 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 obtain or maintain all required trainings.
- 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, as a condition of employment, to obtain: CPR/First Aid certification, Nursing Assistant Registration (minimum) within 120 days of employment, and to attend the required trainings as scheduled. Must pass (90%) on the Mandated Reporting Post-Test.
- Knowledgeable and skilled in all MS Office applications.
- Required to work at least one, but preferably both weekend days, at designated sites.
- Effective organizational and interpersonal skills including written and verbal communication.
- Accepts responsibility for one's own actions and follows through on commitments.
- Must have and maintain an acceptable background check record per State guidelines.
- Must have reliable personal transportation and the ability to safely transport clients via personal and/or agency vehicles as well as obtain the necessary VOA training to do so.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.

PRINCIPAL 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 (MAR), 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 client plans, as well as policies and procedures.
- 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.
- Responsible for either transporting clients or arranging transportation for clients to attend activities.
- 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.
- Program Coordinators must be able to perform Program Manager on call duties with approval of the Regional Director as needed.
- Provides supervision to staff and assists with arranging and facilitating regular staff meetings.
- Assists Program Manager in coordinating with the Financial Specialist to ensure client financial records are accurate and appropriately maintained.
- Assists with the management of site service hours and overtime.
- Becomes familiar and knowledgeable of DDA/WAC regulations, VOA/DS policies and procedures and DSHS mandatory reporting guidelines.
- Performs additional responsibilities as assigned by the Program Manager.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- The physical demands are representative of those that must be met by an employee in an office and supported living site environment to successfully perform the essential functions of this job.
- While performing the duties of this job, DSP is frequently required to read, speak, stand, walk and sit.
- Must be able to see and use computer and mobile phone.
- May be required to stand for long periods of time.
- Required to physically assist some clients to ensure that safety principals are followed when transferring, bathing, toileting, and ambulating. At times and in some circumstances this requires staff to physically lift or steady clients using the approved methods.
- Must be able to lift and carry up to 50 lbs with help, may be required to lift higher weights with help and tools such as a lift.
- Staff may be required to be subject to drug and alcohol testing in the case of an accident or reasonable suspicion.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

If you wish to apply for this position, please email your resume to: recruiter@voaww.org.

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