

JOB DESCRIPTION

POSITION: Day & Work Services Program Coordinator

JOB OBJECTIVE: Guide individuals toward their desired goals through the assessment of needs, the planning of needed services, and by the ongoing monitoring and evaluating of the effectiveness of the services provided. Provide all necessary supports to the Day & Work Services team to ensure main file compliance is completed. Be a member of a TEAM that confidently and competently supports one another.

IMMEDIATE SUPERVISOR: Day & Work Services Director

PRINCIPLE FUNCTIONAL RESPONSIBILITIES:

I. ADMISSIONS

- A. Identify program opportunities/review requests for other opportunities based on persons supported' s needs and wants.
- B. Coordinate service delivery and provide orientation to TARC.

II. ADMINISTRATION

- A. Ensure main files are audited on a regular basis to identify areas of concern and that the division is in compliance. Relate information directly to division leadership.
- B. Provide ongoing encouragement, motivation, and support to all team personnel.
- C. Assist with the day-to-day operational problem identification and assistance to problem resolution and proactive priorities to include providing direct support as needed and mentoring for direct line staff members.
- D. Provide input and monitoring to team members related to person supported satisfaction and guardian and family issues, concerns or praise.

III. PERSON CENTERED SUPPORT PLAN

- A. Develop and maintain accurate case records. Comply with KDADS Article 63.
- B. Prepare and distribute reports, documentation, and correspondence in a timely manner.
- C. Complete notifications to team members highlighting important and major changes accomplishments and achievements.
- D. Forward cases to the Behavior Management Committee of those on caseload that have restrictive plans and/or take psychotropic meds.
- E. Responsible for advocacy, coordination, oversight and quality assurance of a person supported caseload, to include meeting PCSP needs.
- F. Review all incident reports and determine if they are potential Adult Protective Services (APS) issues and ensure the APS process is followed.

IV. COLLOBORATION

- A. Coordinate the flow and dissemination of information and communication through the planning and scheduling of team member conferences and team meetings to enhance communication, problem resolution and effective decision making.
- B. Participate in team meetings with parents/guardians, residential providers, community organizations, and/or consultants to ensure supports and needs are outlined within support

plans.

C. Develop and maintain professional relationships with support teams to ensure effective communication regarding person supported service delivery and satisfaction of services.

VI. QUALITY ASSURANCE

- A. Maintain compliance with service standards regulated by federal, state, and local government agencies and other accreditation agencies
- B. Evaluate the effectiveness of services in accordance to individual's Person Centered Support Plan.
- C. Provide ongoing evaluation of persons supported' s satisfaction
- D. Maintain accurate case records
- E. Coordinate with other Divisions to assist in the development of a schedule plan which identifies specific outcomes, development strategies, and persons supported expectations as based in the person supported' s Person Centered Support Plan

VII. OTHER DUTIES AS ASSIGNED

- A. Assist division leadership as needed.
- B. Provide input to the planning and budgeting process.
- C. Assist with Direct Support Professionals duties as needed due to staffing patterns.

QUALIFICATIONS: Person of good character who is mentally and physically able to conduct oneself in a responsible manner in carrying out the job for which they are employed.

EDUCATION: Bachelor's degree in human services preferred. Two years of experience within the I/DD field may be substituted for 1 year of college education.

EXPERIENCE AND TRAINING: Four years' experience working with adults with developmental and/or related disabilities preferred. Background in education, assistive technology and/or program development are beneficial. Mandatory Familiarity and experience working within the Microsoft ecosystem.

CLASSIFICATION: Hourly/Non-Exempt

SALARY LEVEL: 5

EEO: 2-Professionals

WC ID: 8864 Social Services

TRAINING REQUIREMENTS: As outlined in TARC Policy 03-014 Staff Development

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in an indoor work environment.
- Requires sitting, standing, bending, reaching and lifting up to 50 pounds.
- Requires manual dexterity sufficient to operate vehicle, mechanical lifts, and computers.

Typical Mental Demands:

1. Requires independent problem-solving skills.
2. Requires creativity to analyze situations and advocate participation, and the development and implementation of opportunities based on individual's interest.
3. Must handle diverse work problems on a daily basis.
4. Personal maturity and sensitivity is an important attribute.

5. Ability to be flexible in how to communicate with persons supported/staff

OTHER REQUIREMENTS:

- A. Must have and maintain a valid Kansas Driver's License.
- B. Maintain eligible for TARC's standard insurance policy.
- C. Must have access to reliable personal transportation for the purpose of conducting TARC business.
- D. The employee will be responsible for completing personal mileage reimbursement should a TARC vehicle is not available for use.
- E. Must be able to exercise good judgment and discretion in handling confidential information.

The above Job Description has been reviewed with me by my Supervisor and I understand my job responsibilities as outlined above.

Employee Name

Date

Supervisor Name

Date

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined on the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis.