

JOB DESCRIPTION
FOR
RETIREMENT DAY PROGRAM COORDINATOR

REPORTS TO: Director of Admissions and Rehabilitation

SUPERVISES: DSP

GENERAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A high school diploma or GED is required.
- A Bachelor's Degree is preferred, but may be waived for four years (4 years) direct experience in I/DD field.
- Six months of supervisory experience is preferred.
- One year of program development in I/DD day services or program development in a like field is preferred.
- Requires a high degree of skill in written and verbal communications with professional staff and with primary and secondary consumers.
- Ability to work as a team effectively.
- Required to work some evenings or weekends as scheduled by supervisor.
- Required to participate in on-call rotation.
- Required regular schedule of (at least) 40 hours per week.
- A working knowledge of principles and techniques of behavior modification and management.
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before employees and parents/guardians, persons served.
- Ability to add, subtract, multiply, and divide all units of measure.
- Ability to solve practical problems and deal with several variables in situations where only limited standardization exists (ability to handle and make rational decision with crisis situations that may occur within the retirement program).
- Valid Kansas driver's license and acceptable driving record are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Primary duty is the manager accountable for all aspects and supervision of the assigned departmental subdivision (retirement).
- Responsible for providing significant and meaningful feedback on matters of employment regarding applicants and employees (interviewing/hiring/termination/promotion/training)

- Responsible for collaboration with community businesses, agencies, organizations to enhance programming.
- Will directly supervise retirement Direct Support Professionals (DSP). Responsible for planning, training, scheduling, apportioning work among all regular and intermittent employees in subdivision (retirement).
- Responsible for providing a safe and secure job site.
- Responsible for monitoring subdivision (retirement) for regulatory compliancy.
- Responsible for significant input in planning for budget and adhering to budget within subdivision (retirement).
- Responsible for maintaining all pertinent records on site.
- Responsible for determining best approach and what materials and work is needed for the subdivision (retirement).
- Ability to coach and motivate persons served and staff to achieve the best of their ability.
- Primary in decisions about day-to-day retirement management, including need for changes as the need arises.
- Positive role model for persons served and co-workers, i.e. appropriate behavior in specific settings, hygiene, dress, etc. Treat others with courtesy and respect.
- Management of all the day-to-day operations of retirement in accordance with SLI, corporate policies and procedures, licensing standards, CARF standards, and other applicable legal requirements.
- Provide guidance, and recommend training for Direct Support Professionals in the performance of their day-to-day duties. Must have the ability to exercise good judgment and use discretion to make independent decisions on various departmental concerns.
- Responsible for completing performance evaluations at least annually for every staff supervised.
- Responsible for completing and delivering Personnel Action Plans when necessary.
- Make recommendations for staffing patterns to meet the needs of the persons served.
- Take responsibility to visit every agency owned retirement location assigned at least twice a week.
- Assure that programs are being implemented as written to allow the persons served to achieve the highest level of growth and learning. (Making recommendations for training of Direct Support Professionals as the needs emerge.)
- Assist Training Coordinator in targeting need for developing training that will enhance staff ability to meet persons served individual needs.
- Responsible for monitoring budgets for retirement.
- Responsible for handling persons served cash bags and following SLI policy and procedures regarding persons served money handling.

CUSTOMER SERVICES:

- Understand and demonstrate the organization's mission, philosophy and code of ethics. Ability to support each person's needs, choices and participation in the community.

- Encourage and support participation of persons served in community events and small groups not associated with SLI.
- Interact with persons served professionally and respectfully at all times and respond to their needs in a dignified and timely manner.
- Respond in timely manner to persons served, their parents/guardians, and others.
- Primary contact for persons concerning persons served issues.
- Work closely with case coordinator regarding client issues, needs and concerns.

COMMUNICATION:

- Report necessary information to supervisor in a timely manner. Use all forms of communication such as written logs, e-mail, incident reports and personal contact.
- Understand instruction from supervisor and carry out instruction with minimal supervision. Contact supervisor when clarification is needed.
- Communicate with direct care staff and supervisors as needed to assure persons served needs and wants are addressed.
- Effectively communicate new ideas and advocate for areas of growth and program training for persons served to other team members.
- Review person centered support plans of each person and provide training to staff.
- Develop activities calendar for each person served and ensure the person has the opportunity to complete the activity. Communicate the activities with the persons entire team.
- Hold staff meetings and maintain minutes, twice a month.
- Hold persons served meetings and maintain minutes, weekly.
- Assure time point scheduling and communication at least two weeks in advance. Follow up on deviations for schedule, may be directly responsible for coverage with deviancies.
- Assure all maintenance request are completed and communication of any maintenance issues are completed immediately.

TEAMWORK AND COOPERATION:

- Work as a team to help persons served achieve preferred lifestyle.
- Work in a professional manner and when conflict occurs, resolve disputes professionally. If this cannot occur, then supervisor will be notified.
- Responsible for working as a team for SLI, not just in one location or department, in order to provide a high quality of service and care.
- Function as a member of the team as assigned. Provide necessary related information to the team, attend PCSP reviews and annual meetings as requested.
- Perform other functions as assigned by supervisor.

POLICY AND PROCEDURE:

- Complete and follow medication training, monitor medications and report all errors in a timely manner.
- Complete weekly review of medication checks by comparing the medication, the medication administration record, and the medication log.
- Report all incidents, accidents and illnesses in a timely manner to the supervisor and/or Human Resources per policy.

- Follow stated policy and procedure for on-call usage.
- Understand and provide services in accordance with SLI corporate policy and procedure and within standards for licensing and accreditation.

PUBLIC RELATIONS:

- Assure that staff, as well as person served, are appropriately groomed; follow dress code.
- Represent the organization in a professional manner when in public and dealing with parents, guardians, persons served, staff and other organizations.
- Follow SLI code of ethics.
- Show timely responsiveness to persons served and parents/guardians.
- Primary contact for parents/guardians and Direct Support Professionals.

ATTENDANCE:

- Follow expected schedule and attend all required trainings and meetings. Notify supervisor of tardiness and absences as soon as possible prior to their expected work time, training or meeting.
- Time off must be submitted to supervisor in a timely manner. Illness or emergency leave will be submitted when staff returns to work.
- Complete leave requests according to policy and do not abuse leave policy.
- Position is required to have on-call duties.
- Full time schedule is required to flexibly work days, evenings, weekends and occasionally nights. The majority of this time is actively supporting and managing staff and client and agency interests through contact. Will be required to physically cover vacancies when not staffed.
- This position requires monthly oversight accountability reports.

EFFICIENCY AND ORGANIZATION:

- Complete all paperwork in a timely manner.
- Record all incidents, accidents, seizures, and illness reports and forward to supervisor and/or Human Resources per policy.
- Submit reports to the Director of Admissions and Habilitation as requested.
- Performs other functions as assigned by the Director of Admissions and Habilitation.
- Assure that staff complete responsibilities as assigned by persons served and PCSP teams and SLI accountabilities.
- Complete staff training, scheduling and all matters of supervision such as evaluations and disciplinary measures in a timely and organized manner. All schedules are scheduled completely at least 2 weeks in advance and schedule submitted to the Director of Admissions and Habilitation. Follow up occurs with deviations immediately.
- Review weekly receipts from retirement to assure program remain within budget.
- Assure monthly attendance is completed and submitted.
- Assure monthly drills are conducted, all documentation completed and submitted.
- Complete weekly location observation checklists for each SLI owned retirement program area.

ADAPTABILITY AND FLEXIBILITY:

- Handle stressful situations and changes with an even temperament and flexibility.
- Be flexible to learn a variety of job skills.
- Be able to multi-task many duties on a daily basis.

JOB SKILLS AND JUDGMENT:

- Intervene appropriately in case of behavior problems. Utilize training and follow behavior management plans, if applicable.
- Is able to provide sound judgment and make clear recommendations for solutions to problems.
- Demonstrate the ability to assure persons served safety, drills, safe food preparation and storage.
- Render first aid in the event of an injury and complete required documentation.
- Attend all team meetings related to individual Persons Centered Support Plan, BASIS, and behavioral and emotional needs of persons served. Make recommendations for and implement services based on knowledge of persons served and their individual needs a result of team meetings and personal goals—utilize data.
- Visit assigned SLI owned retirement locations on a regular basis (at least 2 x’s each week) at least 16 hours per week.
- Provide input and oversee that staff are training clients according to objectives.
- Participate and assure learning objectives programs are written for persons served.
- Assure documentation is completed by staff every shift in persons served progress notes and communication notebook.

TRAININGS:

- Complete required orientation and training in a timely basis.

RETIREMENT DAY PROGRAM COORDINATOR	
physical demands: Required to stand, talk, walk, listen; reach with hands and arms. Required to sit, use hands to finger, handle or feel objects, tools or controls. Must lift and/or move up to 75 lbs. Successfully demonstrate ability to operate multiple types of vehicles	
work environment: Moderate noise level.	
full time or part time	full time
hourly or exempt salaried	Hourly
wage band	\$27,500-\$40,000
EEO-1 code	Mid-level manager
NAICS	623210
SIC	8399
SOC/OCC CODE	11-9151

Employee Signature / Date
HR/ELT/Board Signature/Date