

PROGRAM COORDINATOR JOB DESCRIPTION

PURPOSE: To manage and oversee all the activities of the program site, supervise direct support staff and client program development.

HOURS WORKED: This is an hourly position. Hours worked may be considered full-time or part-time. Scheduled hours will be shared with the individual employee, and typically include a two-week, rotating pattern. Aveyron reserves the right to adjust hours as needed for the success of the organization and/or safety of the clients.

RESPONSIBLE TO: Program Director

BENEFITS: Position is eligible for insurance and other benefits noted in policy manual for full-time employees. Paid Time Off is accrued as per company policy.

APPLICANT NOTICE: This information has been adapted from the guidelines established by the U.S. Department of Labor and can be used to increase the safety and productivity of the workplace by helping more accurately match employee ability with the demands of the job.

Employee and Employer must follow all the laws, rules, policies, and procedures in regard to the Departments of Human Services/Health, OSHA, EEOC, and all other Federal, State, and local governments.

Aveyron reserves the right to change the job description/duties at any time, as necessary for the successful operation of the organization.

Employee agrees to use their personal cell phone and/or computer for company interactions when needed, without reimbursement.

PREFERRED QUALIFICATIONS:

- Meet the qualifications listed on the Direct Support Professional job description
- AA or BA/BS degree in a field related to human services and one year experience in related field -OR- a minimum of two years experience in the human services field, preferably working with adults with developmental disabilities in a residential setting.
- Must have English literacy (reading/writing skills.) Able to hear and speak English to communicate with clients and employees.

RESPONSIBILITY: To complete all aspects of the Direct Support Professional job description.

- A. See Direct Support Professional job description

RESPONSIBILITY: To respect and assure individual resident rights are met. *Performance will be up to standard when:*

- A. The *Golden Rule* is followed at all times.
- B. The individuals are treated with respect and equality.
- C. Individual resident rights are observed.
- D. Know and understand the *Service Recipient Rights* and where they are located.
- E. All resident right issues are reported to supervisor.

RESPONSIBILITY: To assure that all people receiving services are safe. *Performance will be up to standard when:*

- A. The Program Director and/or Maintenance Supervisor are notified immediately upon discovery of any safety concerns with regard to people who live at the home.

PROGRAM COORDINATOR JOB DESCRIPTION

- B. Carries out emergency procedures as necessary and as requested by Program Director and/or Maintenance Supervisor.
- C. Keep the most current Fire Drill and Severe Weather Drill schedule within the home's Safety Manual.
- D. Assure all Fire and Severe Weather drills are completed as scheduled and a copy of such reports are given to the PD by the 25th of scheduled month.
- E. Fire Drill is completed within 5 days of a new resident moving into the program site.

RESPONSIBILITY: To complete and assure that all grocery and household shopping is completed in a timely manner.

Performance will be up to standard when:

- A. A wide variety of food items are available daily for multiple meals to be prepared and snacks.
- B. All items are stored in an appropriate manner and neatly kept.
- C. Assure the home's allowed food budget is followed and met.
- D. Assure necessary miscellaneous household items are available at all times (i.e.) paper towels, toilet paper, cleaning supplies, hand soap, laundry products, etc.
- E. Birthday gifts are purchased for client(s) utilizing Aveyron funds, up to \$10

RESPONSIBILITY: To assure clients' personal needs are met and choices are given for individualized activities/tasks.

Performance will be up to standard when:

- A. Client's wardrobe is kept current and stylish.
- B. Client's inventory is completed upon admit and annually thereafter.
- C. Client's room is personalized, decorated, and comfortable.

RESPONSIBILITY: To assure the general cleaning and maintenance of the home is completed. *Performance will be up to standard when:*

- A. Training is provided to staff on how to complete routine cleaning
- B. Daily task(s) sheet is kept and updated as necessary for staff to use/follow.
- C. Maintenance Supervisor is notified should issues arise requiring special maintenance or repair.

RESPONSIBILITY: To relay/inform pertinent information to other staff. *Performance will be up to standard when:*

- A. Information regarding illnesses/medical issues of clients is shared with all staff.
- B. Any other relevant information is shared with all staff to create an environment of teamwork.

RESPONSIBILITY: To handle in a responsible way the finances of the clients. *Performance will be up to standard when:*

- A. Individual accounts are balanced monthly (banking accounts are reconciled against bank statements).
- B. Complete necessary financial forms and other forms to continue services as well as other funding requirements. (Household report forms, medical assistance renewal, etc.)
- C. Assure cash-on-hand accounts are replenished as funds are depleted, following any limitations noted on client's financial authorization form.
- D. Assure client bills owed are being paid.

RESPONSIBILITY: To handle in a responsible way the finances of the organization. *Performance will be up to standard when:*

- A. The household budget is followed.
- B. Prior to making major purchases for the organization, supervisor is contacted and request is made.
- C. Account Manager is notified of deviations from the budget.
- D. A budget report is completed by the 5th of each month.

PROGRAM COORDINATOR JOB DESCRIPTION

- E. Timecards are approved on Paylocity each payroll Monday.
- F. Staff overtime is approved by supervisor and documented.
- G. Staff stuck-pay is approved and supervisor is made aware of any stuck-pay.

RESPONSIBILITY: To routinely check all emergency equipment. *Performance will be up to standard when:*

- A. Supplies in first aid kits are checked monthly and supplies are replenished as necessary.

RESPONSIBILITY: To assure needed medical supplies and medications are available at the facility. *Performance will be up to standard when:*

- A. Assure medication supplies are checked and reordered as necessary.
- B. If/when individuals are scheduled for therapeutic leave; assure medications are packed and labeled appropriately.
- C. Medical appointments are scheduled as needed and necessary follow-up and documentation are completed.
- D. Complete needed forms/charting for clients who use psychotropic medications, when recommended to do so per mental health professional.
- E. Inspect and clean client's durable medical equipment every month/complete checklist.
- F. EMAR's are configured monthly on Therap.
- G. As medication/treatment errors occur, a General Event Report is completed on Therap.
- H. Assure that all medication errors are documented on Therap within 24 hours of the error occurring.

RESPONSIBILITY: To maintain program books and calculate data. *Performance will be up to standard when:*

- A. Daily staff task sheets are maintained and updated as needed.

RESPONSIBILITY: To participate in program planning. *Performance will be up to standard when:*

- A. IDT meetings are attended. This is to include; admit, 45-day, semi-annual, annual, and other special requested meetings.
- B. Updates are made related to revisions necessary to revise existing programs, implement new programs and to revise client's SP addendums, IAPP, and ISSA.
- C. Serves as a resource to other staff that may have questions related to how to implement a given program/procedure.

RESPONSIBILITY: Completes annual, semi-annual, quarterly, discharge/admit, and special IDT meeting reports/forms. *Performance will be up to standard when:*

- A. Schedules meetings as needed (semi-annuals, annuals, etc.)
- B. Meeting outline is sent to appropriate IDT members within 1 week/10 days after meeting along with any updates/changes made to forms during the meeting.
- C. All necessary authorization/consent forms are signed at meetings and filed in a timely manner within the appropriate location(s).

RESPONSIBILITY: To assist in providing orientation and on-going training to staff. *Performance will be up to standard when:*

- A. New staff orientation is completed within timelines established in regulations. Orientation training forms are submitted to Program Director as staff complete orientation.
- B. Supervisors are notified of progress (or lack thereof) of newly hired employees. On-the-job training for all new employees is arranged and complete

PROGRAM COORDINATOR JOB DESCRIPTION

- C. In-services are scheduled and necessary training topics are covered; follow-up occurs with those staff that did not attend.
- D. Documentation of training sessions attended is recorded within the Home Drive under training logs.

RESPONSIBILITY: To oversee the activities of all staff. *Performance will be up to standard when:*

- A. Independently takes the initiative to creatively and effectively complete tasks in regard to staffing issues, problem resolution and client care.
- B. Supervisor is notified of any difficulties of staff as they arise.
- C. Written documentation of issues is provided upon request of supervisor.
- D. All individuals are treated fairly.
- E. As situations arise, staff are made aware of concerns and are supported in making improvements. Documentation is kept.
- F. Assistance is given to help staff who are unable to meet the requirements of the job, i.e. retraining and documentation is kept.
- G. Completes 90 day and annual evaluations of employees working within the program site.

RESPONSIBILITY: To work with other employees to assure that there is an adequate number of staff available to work at the home. *Performance will be up to standard when:*

- A. Staffing schedule is posted at least 2 weeks in advance.
- B. Arrangements are made to cover open positions.
- C. Provide direct care to individuals not attending the day program for appointments, illnesses, and/or holidays.
- D. PTO is added to Paylocity and approved when staff request time off.
- E. Fill open hours when necessary to assure client needs are met.

RESPONSIBILITY: To assure active treatment is provided to all clients. *Performance will be up to standard when:*

- A. Individuals are counseled with everyday problems as they arise.
- B. Individuals are continuously encouraged to participate in meal preparation and clean-up, household tasks, money management, community integration, planning activities and independence of clients is encouraged at all times.
- C. Individuals are given opportunities to make choices in their day-to-day life.
- D. Help clients plan a vacation at least annually.

RESPONSIBILITY: To maintain functional work relationships between service providers, internal staff, county representative(s), day program staff, family, and friends of each individual. *Performance will be up to standard when:*

- A. Family contact, as well as contact with friends, is maintained, encouraged and positive.
- B. A cooperative team approach is used when working with all Aveyron Homes' individuals.
- C. Assistance and/or information is provided to guardians, county representatives and day program staff.

RESPONSIBILITY: To assure compliance with all licensing requirements. Performance will be up to standard when:

- A. Cooperates fully with licensing personnel.
- B. Assures that the home is ready for County and State licensing visits.
- C. Corrects citations as directed.

RESPONSIBILITY: To assure client files are up to date. Performance will be up to standard when:

- A. All medical referrals are mailed to team members and documented when sent. HIPAA forms are attached

