

Department: Program
Wages: Hourly/Non-Exempt
Location: 1514 College Ave, Goshen
Hours: Work is performed primarily in assigned service location. Schedule varies and may require early morning, day, evening, or weekend hours.
Supervisor: Residential Services Program Manager

DESCRIPTION:

The Residential Services Program Coordinator is responsible for operations at the assigned service location which includes performing duties in the areas of personnel and programming within assigned number of administrative hours. In addition, the Residential Services Program Coordinator performs Program Assistant duties the remainder of the work week. The Residential Services Program Coordinator will work as a team member with Program Assistants to create a home environment which will facilitate community member learning and independence while enhancing each community member's dignity.

RESPONSIBILITIES:

A. Essential Functions

1. Provides a positive environment for individuals served that allows for learning and enjoyment of activities.
2. Provides consistent meaningful activities.
3. Provides direct support and training to community members served.
4. Encourages community members to be as independent as possible in their daily routine and takes advantage of every opportunity to teach.
5. Initiates activities and encourages community members to participate in the activities.
6. Performs activities with community members in the areas of house cleaning, household maintenance, grocery shopping, and nutritious meal preparation and clean up, personal grooming and bathing, toileting, dressing, etc.
7. Implements goals and objectives as identified in Individual Support Plans and implements Behavior Management Plans.
8. Actively listens to community members and encourages them to express their personal preferences.
9. Identifies the personal interests of community members.
10. Assists with positioning, transferring and personal care of community members.
11. Provides for the dignity of individuals by assuring personal cleanliness including monitoring the condition of personal possessions, clothing and adaptive equipment.
12. Properly administers medications and promotes a healthy environment.
13. Provides support for individuals as they access community resources and recreational activities.

14. Assists individuals with money management and makes application for benefits for individuals as directed.
15. Transports individuals in company owned vehicles for access to community resources and activities such as church, dances, etc. Participates in such activities with the individuals.
16. Performs safety drills as directed.
17. Effectively communicates progress and issues regarding individuals served to other team members as needed.
18. Adheres to agency policy and procedure in the performance of duties.
19. Adheres to regulatory and accreditation guidelines in the delivery of services.
20. Completes agency reporting in accordance with agency protocol
21. Completes service summaries, data sheets and all other documentation for each person served.
22. Completes routine operational paperwork in a timely manner including time keeping adjustment sheets, leave requests, etc.
23. Performs Personnel duties in assigned number administrative hours including:
 - a. Coordinates the initial and ongoing training of Program Assistants.
 - b. Monitors the performance of direct reports and assures prompt disciplinary action, re-training, recognition, etc. as appropriate.
 - c. Provides ongoing support and communication to staff.
 - d. Conducts regular staff meetings.
 - e. Assures the completion of performance evaluations, both introductory and annual.
 - f. Schedules staff to assure proper coverage on all shifts within the approved staffing limits.
 - g. Approves time sheets and paid leave for direct reports.
24. Performs programmatic duties in assigned number administrative hours including:
 - a. Participates as a member of each individual support team.
 - b. Monitors the implementation of each individual's daily schedule.
 - c. Develops the objectives for Individual Support Plan goals.
 - d. Assures appropriate documentation of Program Plans.
 - e. Assures the completion of monthly reviews for each individual's goals and objectives and related documentation.
 - f. Writes annual summary of individual's progress on goals for annual case conference.
 - g. Assists the Program Manager in completion of annual assessments.
 - h. Serves as an advocate for each individual.
 - i. Monitors the health care needs of each individual
 - j. Monitors the financial needs of each individual.

B. General Responsibilities

1. Responsible for the health and safety of individuals served by MDC Goldenrod and staff at all times.
2. Expected to serve as a role model for individuals served and other staff.
3. Expected to serve as an advocate and to protect the human rights of individuals served at all times.
4. Expected to participate in training as required by your supervisor or for all MDC Goldenrod staff.

C. Job Knowledge, Abilities, Licensure

1. CPR, First Aid and Medication Administration Certification required (or the ability to obtain certification).
2. Must possess a valid driver's license.
3. No evidence of criminal activity involving a dependent population or any violent criminal activity.
4. Possess the physical ability to lift individuals using one man lift procedures. Must be able to lift 50 pounds.
5. Effective communication skills, both verbal and written.
6. Good organizational and time management skills, as well as good problem-solving skills.
7. Work well with others, demonstrate initiative and flexibility.
8. A strong sense of confidentiality, knowledge of community services, and good judgment are essential.
9. Ability to make decisions under pressure and adapt to stressful situations quickly and effectively.
10. Ability to establish and maintain strong working relationships with a variety of individuals.

CONTACT RESPONSIBILITY:

Fulfilling the responsibilities of this job may result in contact with body fluids. MDC Goldenrod will provide training and offer the Hepatitis B vaccine at no cost to employees in this job classification.

QUALIFICATIONS:

- Desire to work in a faith based environment and be dedicated to the MDC Goldenrod mission
- Have an interest in and empathy for persons with developmental disabilities
- Strong educational background with a minimum of an Associate's Degree in Social Services, Education, Psychology, or a similar field.
- Willingness to pursue further educational opportunities for growth within the organization.
- Be in adequate physical health to perform the job tasks required
- Be free from communicable diseases
- Have an interest in and empathy for persons with developmental disabilities

CONDITIONS OF EMPLOYMENT:

- 1) Successful candidate must submit to a pre-employment physical, drug screen, BMV check, and a criminal history check.
 - Criminal background check shows no history of:
 - A) A sex crime
 - B) Exploitation of an endangered adult or failure to report: battery, neglect, or exploitation of an endangered adult; or the abuse or neglect of a child
 - C) Conviction of a crime related to the disabled population
 - D) Substantial and/or repeated violations in the care of dependent persons
 - E) Theft, if it occurred less than ten years before application date, except as provided in IC 16-27-2-5(a)(5)
 - F) Murder, voluntary or involuntary manslaughter, Felony battery, or a felony offense relating to a controlled substance

- 2) Valid driver's license, proof of insurance showing \$100,000 insurance coverage, and dependable vehicle required.
- 3) This position has a 90 day probationary period with an option to extend.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment described herein are those that must be met by said employee to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities.

While performing the duties, the employee can be seated, standing or walking; at times, greater physical effort will be required.

This job description is intended to provide a basic outline for this position. However, applicants must be aware that this job description is neither comprehensive, nor exclusive to the tasks which may apply to this position.

MDC Goldenrod is a changing and evolving organization and applicants must, above all, be willing to adapt to these changes.

I have received a copy of and agree to work within the guidelines of this Job Description.

Signature: _____ Date: _____

Printed Name: _____

Supervisor Signature: _____ Date: _____

Printed Name: _____