

Job Description

Title: Adult Disabilities Assistant Coordinator	Reports to: Joey's Place Coordinator	Pay Status: FT/ Non-exempt
Department/Program: Adult Services	Interviewer:	Interview Date:

Scope:

The Adult Disabilities Coordinator Assistant provides direct daily administrative support and assistance to the Joey's Place Coordinator regarding daily service delivery and direct the Joey's Place staff. The Coordinator Assistant will also work with Joey's Place clients with special needs as a secondary duty to teach them applicable life skills, including attending to personal needs of the clients.

Duties:

- Provides integrated support to the client, including facilitating relationship building.
- Participate in the implementation of the Individual Service and Support Plan; adhere to all person centered planning – policies and procedures.
- Promote community awareness of the abilities of the individuals with disabilities, while maintaining confidentiality.
- Document and immediately report any incidents of concern to the Program Coordinator.
- Complete and submit in a timely manner all required documentation.
- Provide the transportation needs of the client as assigned.
- Respect the rights of the clients.
- Implement and provide data for the Behavior Supports Plans.
- Be able to facilitate group activities and implement one-on-one support.
- Be able to assist with Activities of Daily Living (ADL's).
- Responsible to know the protocols and behavior plans for clients.
- Be able to communicate with and actively engage clients.
- Must bring positive attitude for both team and clients.
- Other related duties as assigned.

Team Supervisor Duties:

- Must provide direct supervision of direct care staff.
- Ensuring client specific documentation (Dailies, Behavior tracking sheets, Mars, etc.) is available for the week.
- Collect weekly client specific documentation, review to ensure it is complete.
- Ensure that weekly client specific documentation is turned in to program coordinator.
- Assist with contacting the providers and/or parents when an incident report has been written, and also review the document to ensure it is complete prior to passing it on to the program coordinator.
- Assist with the training of new and existing staff by modeling how to lead a group activity (cooking, social skills, fitness, sensory integration), engaging clients and client specific needs related to personal care, feeding, and mobility, protocols, behavior plans and individual support goals.
- Complete quarterly reviews.
- Coordinator Assistant will direct, model, delegate, monitor, motivate and hold coworkers accountable.
- Demonstrate a professional attitude and support creating and maintaining a positive environment.
- Explore, research, and create habilitative activity schedules for specialized client groups.
- Write Incident Reports and report them to the appropriate teams.
- Train staff on specific client protocols.

- Model and observe the staff on the specific protocols.
- Conduct informal observations based on employees job descriptions; ensuring they are meeting standards.
- Complete client assessments in a timely and accurate manner.
- Review the Incident Reports for accuracy and clarity prior to submission.
- Conduct staff evaluations with the coordinator.
- Be able to manage, and discipline staff when necessary as designated by the coordinator.
- Maintain a professional appearance at all times.
- Maintain appropriate professional boundaries with staff members.
- Excellent interpersonal skills with clients, providers, outside entities and their parents.
- Be able to adapt to the demands of the program
- Ability to make sound decision when the coordinator is not present.
- Attend and participate in all required trainings and meetings (as asked by the coordinator).
- Must have strong writing skills to help audit files.
- Not as a primary duty, but provide direct care to clients according to the program needs.
- Will use the proper chain of command; also direct the staff into using the proper chain of command.

Measures of Success:

- Ability to work independently and as a team member.
- Ability to effectively document and review information.
- Ability to respond professionally with internal and external entities.
- Ability to solve problems and deal with a variety of issues.
- Ability to communicate effectively.
- Ability to plan, assign and direct the work of others.

Minimum Qualifications:

- High School diploma or equivalent.
- Must have prior 2 years of experience directly supervising staff.
- Prefer experience with adult developmentally disabled population.
- Demonstrate good judgment and professionalism.
- CPR, First Aid & CPI, & Universal Precautions Certification within the first 30 days of hire.
- This Position is required to maintain client specific training as delegated by Program Coordinator including but not limited to the state QMAP & G-Tube training and demonstrates proficient knowledge of state medication administration & G-Tube rules and regulations/specialized medical health plans.
- Must to be able to lift and transfer; up to 50 lbs.
- A valid driver's license & current vehicle insurance, and an acceptable driving record per SKSF standards.