



Social Health Services Group, Inc.

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JOB DESCRIPTION

- Job Position:** Program Coordinator Supported Employment
- Supervision:** Program Manager
- Qualifications:**
- One plus years' experience working as a Program Coordinator or in a similar position.
 - Bachelor's Degree from an accredited College or University.
- Position Status:** Exempt-Administrative
- Requirements:**
1. Strong program development/management background
 2. Ability to work independently and to follow through on commitments
 3. Demonstrate good time management skills
 4. Ability to identify and resolve problems, and to make timely decisions
 5. Ability to perform multiple tasks at simultaneously
 6. Effective communication skills, both in written and oral form
 7. Adaptable to change; ability to be flexible with duties and hours
 8. Exhibit initiative and resourcefulness
 9. Demonstrate professionalism at all times
 10. Ability to give others feedback, and be open to receiving feedback

Responsibilities:

Program Operation/Management

- Coordinate all services/programming for assigned Supported Employment areas.
- Manage daily activities/tasks for staff and implementation, assuring that both parties are actively engaged during their entire shift, and all programming needs are being met.
- Coordinate completion of initial and annual assessments, as required.
- Coordinate implementation of each individual's IP, and all IP recommendations of identified activities.
- Ensure implementation and collection of all data, goal progress, ability assessments and preference chart for IP package, and submit these documents to IP Coordinator.
- Demonstrate creativity in goals and IP component development that promotes active engagement and independence.
- Use person centered planning; develop goals and preferences that are unique to each individual, including community integration when possible.
- Ensure that staff training is implemented and up-to-date.
- Provide assistance with securing available resources (including transportation) to enhance all services for individuals.
- Coordinate completion of pre-IP assessments as needed.

- Responsible for ensuring that the Supported Employment Department meets applicable licensing, certification and accreditation requirements.
- Responsible for completing and submitting quarterly reviews on Individual Plans.
- Track and review mileage log.
- Responsible for ensuring that all vehicles are operable, and coordinate repairs with Director of Operations.
- Insure quality control within caseload
- Responsible for assisting with implementation and development of all Supported Employment Department policies and procedures.
- Demonstrate knowledge and understanding of DDA Regulations.

Behavior Plans

- Responsible for working with Direct Support Staff, family members, individuals and Behavior Consultant, in the implementation and renewal of behavior plans.
- Responsible for training staff on implementation of behavior plans, and coordinate collection of behavior data.
- Ensure staff when implementing plans are in compliance with regulations.

Policy and Procedures

- Responsible to ensure all staffs in the Supported Employment Department implement, and are in compliance with all Supported Employment policies and procedures.
- Supports the agency's mission, goals, and values.

Supervision

- Supervise Direct Support Care Staff.
- Conduct and/or coordinate all required Orientation Training, and individual specific training (Care Plans, Behavior Plan, etc.).
- Coordinate staff training schedule in conjunction with HR Coordinator.
- Complete staff evaluations and documentation, including any disciplinary actions.

General

- Maintain accountability to the Program Manager.
- Acquire and maintain all required certification including Medication Administrative, CPR/First Aid and BPS.
- Attend all additional meetings, trainings, and in-services as determined by supervisor.
- Adjust schedule outside of normal work hours, as required.
- Monitor assigned sites through regular staff meetings, site visits, and trainings.
- Perform other duties and responsibilities required within the scope of the position.