

# ANNE GRADY CORPORATION

**JOB CLASSIFICATION:** Home Coordinator  
**DEPARTMENT:** Direct Support Services  
**TITLE OF POSITION:** Home Coordinator  
**IMMEDIATE SUPERVISOR:** Group Home Program Coordinator  
**NORMAL WORKING HOURS AND SCHEDULES:** Flex **FLSA:** Exempt

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

**KNOWLEDGE/SKILLS/ABILITIES:** 1) High school graduate or GED required, college degree or course work in related field preferred; 2) Minimum of one (1) year experience working with individuals with developmental disabilities; 3) Supervisory experience preferred; 4) Knowledge of Medicaid and Licensure regulations preferred; 5) Knowledge of Anne Grady Corporation policies and procedures; 6) Ability to motivate others; 7) Effective communication skills; 8) Ability to flex schedule as needed; 9) Ability to successfully pass medication administration course and maintain certificate; 10) Ability to lift 50 pounds; 11) Valid driver's license, proof of auto insurance, clean driving record; 12) Ability to push, pull, bend, stoop, and stand for extended periods of time; 13) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 14) Ability to successfully complete CPR/First Aid course.

## POSITION RESPONSIBILITIES

1. Recommends for hire and termination of Home Care Workers and provides supervision, staff schedules, staff performance evaluations, training and in-servicing.
2. Ensures adequate staff coverage and provides as back-up coverage as needed.
3. Ensures individuals receive assistance/training in the home in areas of:
  - Personal hygiene/grooming
  - Meal preparation/shopping
  - Money Management
  - Communication
  - Home Maintenance
  - Other areas as indicated by IHP
4. Ensures that individuals rights are upheld and individual preferences are acknowledged.
5. Ensures that Licensure and Medicaid standards are carried out and promotes the philosophy of active treatment, normalization, and independence.
6. Ensures property needs are taken care of by staff or through contracted services. Provides a clean, healthy home environment that is aesthetically pleasing and fosters growth.
7. Schedules and coordinates all medical appointments/monitors health and medical status in cooperation with nurse.
8. Budgets and monitors all home finances and individual's funds in cooperation with the Program Coordinator.
9. Schedules and assures a variety of social and recreational opportunities for individuals in the community and at home.
10. Completes required med training course and maintains certification.
11. Communicates verbally and in writing with the Program Coordinator. Communicates regularly with parents, guardians, and workshop staff on a formal and informal basis.
12. Participates in developing the IHP and provides services for individuals as designated by the IHP.

- 13. Monitors charting, medical, and programming documentation.
- 14. Ensures that individuals are free from abuse and neglect to the extent possible.
- 15. To report to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
- 16. Follows policies and procedures.
- 17. Exemplifies Corporation philosophy.
- 18. Performs all other related duties as assigned.

List of positions directly supervise.  
If more than eight, list totals only.

Form Pr-105

Revised: 03/18/11

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Signature of Department Director      Date

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Signature of Employee      Date