

ANNE GRADY SERVICES

JOB CLASSIFICATION: Home Coordinator
DEPARTMENT: Direct Support Services
TITLE OF POSITION: Home Coordinator
IMMEDIATE SUPERVISOR: Program Coordinator
NORMAL WORKING HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE/SKILLS/ABILITIES: 1) High school graduate or GED required, college degree or course work in human services field preferred; 2) Minimum of one (1) year of experience working with individuals with developmental disabilities preferred; 3) Supervisory experience preferred; 4) Knowledge of Medicaid and Licensure regulations; 5) Knowledge of Anne Grady Services policies and procedures; 6) Knowledge of union contract; 7) Ability to motivate others; 8) Effective communication skills; 9) Ability to make independent decisions; 10) Ability to flex schedule as needed; 11) Ability to lift 50 pounds; 12) Valid driver license, proof of auto insurance, clean driving record; may be required; 13) Ability to push, pull, bend, stoop, and stand for extended periods of time; 14) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 15) CPR/First Aid Required; 16) Medication administration certification may be required.

POSITION RESPONSIBILITIES

1. Assist in hiring and termination of employees supervised. Supervises, evaluates, and manages performance of employees assigned. Ensures adequate training and development of employees supervised.
1. Ensures adequate direct care staff coverage and provides back-up coverage as needed. Provides assistance and fills in as back-up for scheduling specialist/coordinator, as needed.
2. Acts as Supervisor On-Call and carries out on-call duties.
3. Participates in developing the ISP and provides services for Individuals as designated by the ISP.
4. Ensures Individuals receive assistance/training in the home in areas of personal care, meal preparation, money management, communication, home maintenance and any other area as indicated by the ISP.
5. Ensures Licensure and Medicaid standards are carried out. Promotes the philosophy of active treatment, normalization, and independence.
6. Ensures property needs are taken care of as necessary. Provides a clean, healthy home environment that is aesthetically pleasing and fosters growth.
7. Monitors health and medical status in cooperation with nursing.
8. Budgets and monitors all home finances and Individual funds in cooperation with Program Coordinator.

- 9. Works with the Activities Coordinator/Specialists to ensure community participation and opportunities for activities in the home and community.

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- 10. Maintain professional communication, both verbally and written, with staff supervised, Program Coordinator, QIDP, department leadership and other members of the interdisciplinary team. Works and communicates with other departments in a positive and professional manner.
- 11. Communicates regularly with parents/guardians/families in a positive and professional manner.
- 12. Monitors all charting and programming documentation. Assists in the follow-up and conclusion of unusual incident reports as directed.
- 13. Prepares and chairs any meeting assigned including in-services and home meetings.
- 14. Ensures that individuals are free from abuse and neglect to the extent possible and reports 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.
- 15. Exemplifies Corporation philosophy and follows all policies and procedures.
- 16. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.

If more than eight, list totals only.

Direct Support Professional

Signature of Department Director Date

Signature of Employee Date