

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Community Respite/Remote Supports Coordinator
DEPARTMENT: Supported Living
TITLE OF POSITION: Community Respite/Remote Supports Coordinator
IMMEDIATE SUPERVISOR: Director of Supported Living
NORMAL WORKING
HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in a related field preferred not required; 2) Minimum of one years experience working with individual's with IDD required; 3) Supervisory experience required; 4) Knowledge of/ability to learn community respite and remote support policies and procedures; 5) Knowledge of Medicaid/Licensing regulations; 6) Able to multi-task in fast paced environment; 7) Understanding of computers, monitoring equipment; 8) Ability to motivate others; 9) Effective communication skills verbal and written; 10) Knowledge of programming/treatment plans; 11) Ability to work flexible hours; 12) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 13) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 14) Ability to lift 50 pounds; 15) Current CPR/First Aid training including Child/Infant CPR may be required;

POSITION RESPONSIBILITIES

1. Ensures the delivery of services set forth in ISPs for individuals receiving adult/child community respite services. Ensures the delivery of services set forth in ISPs for individuals receiving Remote Services.
2. Ensures active treatment is provided for the individuals receiving community respite services.
3. Ensures compliance with relevant local, state and federal laws/standards/regulations.
4. Assists in hiring, supervising and evaluating community respite and remote support staff.
5. Communicates with SLC's regarding community respite and remote monitoring in homes.
6. Access client and equipment needed for remote support services
7. Ensures efficient operation of the community respite department.
8. Ensures all systems within the monitoring center and consumers' homes are functioning correctly, and proper
Communication between each site.
9. Reviews all protocols in individuals ISPs for accuracy for remote supports
10. Sets up protocol books and documentation for Remote Support staff to document during monitoring times.

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11. Performs monitoring duties during assigned monitoring times as required.
12. Cooperates with nursing to ensure that health services are provided in accordance with each individual's needs and all applicable local, state and federal laws/regulations/standard as needed
13. Works and communicate with other departments in a positive manner.
14. Communicates with Community, family members, LCBDD in a positive manner.
Represents the Anne Grady Corporation to the public.
15. Markets/promotes community respite and remote support services as needed.
16. Coordinates all schedules and services for community respite stays as well as remote monitoring schedules including ensuring funding.
17. Coordinates documentation books, for respite stays.
18. Ensures individuals are free from abuse and neglect to the extent possible.
19. Exemplifies Corporation philosophy.
20. Follows all policies and procedures
21. Reports immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
22. Participates in Team meetings with LCBDD
23. Performs all other related duties as assigned.

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

Signature of Department Director Date

Signature of Employee Date