

• **ANNE GRADY CORPORATION**

- **JOB CLASSIFICATION:** Supported Living Service Coordinator
- **DEPARTMENT:** Community Programs
- **TITLE OF POSITION:** Supported Living Service Coordinator
- **IMMEDIATE SUPERVISOR:** Supported Living Program Coordinator

NORMAL WORKING

HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS AND ABILITIES: 1) High school graduate or equivalent required; Bachelor's degree in related field OR combination of training, education and experience equivalent to a Bachelor's degree preferred; 2) Minimum of one (1) year experience working with clients with DD, supported living/community based program preferred; 3) Minimum of one (1) year supervisory experience preferred; 4) Knowledge of Anne Grady Services policies, procedures and protocols; 5) Ability to be on call 24/7 and flex hours as needed; 6) Ability to motivate others and work productively in a team environment; 7) Ability to prioritize and meet deadlines; 8) Effective verbal and written communication skills; 9) Acceptable driving record and proof of auto insurance required; 10) CPR/First Aid, Medication Administration certification required; 11) Ability to lift 50 pounds; 12) Ability to push, pull, bend, stoop, stand and sit for extended periods of time; 13) Ability to regularly, intermittently and spontaneously lift, transfer and reposition consumers.

POSITION RESPONSIBILITIES

1. Assists Scheduling Coordinator with supervising, disciplines and evaluating the performance of Supported Living Assistants and Team Leaders as needed. Present or sit in for disciplines performance and/or attendance.
2. On call 24/7 for service related needs of teams, as assigned
3. Communicates all staffing needs for each client respective to his/her living situation, (this includes special situations such as vacations) to the Scheduling Coordinator and provides coverage in the absence of staff as needed/assigned.
4. Ensures that appropriate documentation is completed for Supported Living Assistants. Monitors documentation as needed in accordance with the Monitoring Protocol.
5. Ensures assistance/training is provided for all clients as noted in the ISP in the areas of:
 - Personal hygiene/grooming
 - Meal preparation/shopping
 - Spending Money/Food Stamps
 - Communication
 - Home Maintenance
 - Other areas as indicated by ISP

6. Assists with the entire QA process, including preparing for and completing any recommended follow up.
7. Ensures that all clients' places of residence are clean, healthy environments that are aesthetically pleasing and foster growth.
8. Participates in developing the ISP and attending team meetings to ensure that services are provided for the clients per the ISP through continued monitoring. Gather information for ISP meeting, medical info, general info, activities and finances to share with the team.
9. Monitors all documenting on the HPC sheet and any other related documentation for accuracy, and provides follow up according to policies and protocols as needed.
10. Monitors and coordinates the clients' personal funds and reviews all food stamps tracking frequently per protocol. Is responsible for submitting documentation for all credit card transactions.
11. Maintains communication with Medical Coordinator, Service Coordinator, SLPCA/SLPC/SLPM as related to the position. Participates in bi-weekly meetings with all of the aforementioned positions.
12. Participates in all meetings and required trainings to maintain compliance.
13. Communicates verbally and in writing in a timely manner with SLPCA/SLPC. Responsible for submitting timely and accurate documentation and progress reports as required for all clients.
14. Advocates for and ensures that individuals' rights are upheld, preferences of those served are acknowledged, and that clients are free from abuse and neglect to the extent possible.
15. Ensures that Medicaid and applicable quality assurance standards are carried out and promotes the philosophy of active treatment, normalization and independence.
16. Acts as an agent for the organization and the department when representing the same at meetings with other departments, organizations and entities. Exemplifies Corporation philosophy and follows all Policies and Procedures.
17. Reports to a supervisor immediately any knowledge of any situation that may infringe or may have infringed on a client's right to be free from abuse and neglect.
18. Required to perform 40 direct care hours per month.
19. Trains new staff on all service and in-home related protocols and procedures. As well as on-going training to staff on changes, updates on clients. At least Quarterly home meetings for each home.
20. Provides mentoring to other employees.
21. Performs all other duties as assigned.

List of positions directly supervised.

If more than eight, list totals only.

1. Supported Living Team Leaders
2. Supported Living Assistants

Signature of Employee **Date**

Signature of Department Director **Date**

Form Pr-105 10/25/2022

