

Connections For Life Living Services Coordinator Job Description



Connections For Life
Supported and Independent Living Services

TITLE: Living Services Coordinator
BASIC FUNCTIONS: Coordinating Individual's basic daily services
REPORTS TO: Associate Director
JOB CLASIFICATION: Full-Time -Exempt
REQUIREMENTS: Education: At least two years of college preferred
Experience: A minimum of two years experience working with people with intellectual and other developmental disabilities.
Special skills and knowledge: Must possess an understanding of and commitment to the philosophy of integration, normalization, and individual-driven services. Can provide leadership for CFL's team of staff working with each individual. Ability to communicate effectively, both orally and in writing. Ability to make independent judgments and work with minimal supervision. Ability to adapt training and support techniques to individual needs and learning styles. Can encourage a team approach of support to the individuals we serve. Possession of a valid California driver's license with a good driving record, access to a vehicle, and auto insurance. First aid certification must be obtained within initial 90-day period of employment.
Additional benefits: Is issued a CFL iPad and cell phone and offers phone support as necessary, participates in CFL Management Compensation Plan

CORE RESPONSIBILITIES:

1. Creates and develops a team of staff to coordinate services so individuals are healthy and safe, and have their personal care needs met (e.g., hygiene, grooming, dress), and engage in preferred leisure-time and social activities.
2. Inputs, maintains, and closely manages individual's files and scheduling needs within agency scheduling program. Ensures accuracy of files, documentation, case notes and schedules at all times working with agency scheduler
3. Has an understanding of the POS status of each individual, identifying the level of staffing and support necessary.
4. Assesses and prepares quarterly (or semi-yearly) reports for North Bay Regional Center regarding Individual Support and Program Plans.
5. Helps the individual to develop personal goals and decision making skills.
6. Supervises the team of CFL staff assigned to the individuals of their case load.

7. Responsible for insuring that the individuals on your caseload are meeting their tier hours for billing.
8. Responsible for working shifts with the individuals on your caseload whose tier hours are not being utilized to meet the requirements.
9. Implements systematic training of living skills and data collection to monitor individual progress
10. Provides support and training in home, work, transportation, mobility training and social/recreational environments as well as managing access to generic resources
11. Provides money management services such as budgeting and assisting individuals in paying their bills (rent, food, utilities)
12. Assists individuals in participation in typical community activities as needed
13. Identifies home or community health and safety hazards, provides ongoing training and documents an emergency plan in case of a crisis or natural disaster.
14. Monitors health and medical needs, including attending health & wellness appointments and ensures follow-up care and documentation in accordance with directions of health care professionals.
15. Creates and implement chore lists, menu and meal plans
16. Creates monthly activity calendar and distributes to all staff and to the people we support.
17. Intervenes in crisis situations, locates necessary resources and coordinates services
18. Coordinates staff and the individual's support circle to identify and address problems and create solutions.
19. Assists the individual to access and complete all reporting requirements for benefits.
20. Provides problem solving support in social and interpersonal situations.
21. Provides support for individuals in acquiring and/or using assistive technology, adaptive equipment or current updated systems and resources.
22. Assists individuals in maximizing use of community resources
23. Part of the on-call phone rotation
24. Other related duties, as assigned

AS NEEDED RESPONSIBILITIES

When requested by individuals and outlined in the Individual Support Plan will:

1. Ensure that prescribed medications are ordered and picked up in a timely fashion.
2. Coordinate support team to assist individuals in shopping, cooking and cleaning.
3. Maintain effective working relationships and engage in problem solving as needed with their team of staff, other providers, the Public Authority for outside resources, neighbors, and family.
4. Work directly with the individuals to ensure their personal needs are being met. If difficult issues arise, coordinators will advocate on behalf

of the individuals and seek assistance and direction from the Associate Director.

5. A member of the Coordinator team will be designated to manage the current ticket donation program (currently - Community Access Ticket Services, CATS)

Physical Demands

While performing the responsibilities of the job, the employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The employee is required to use personal vehicle for travel.