

Connections For Life Senior ILS Coordinator Job Description



Connections For Life
Supported and Independent Living Services

TITLE: Senior ILS Coordinator

BASIC FUNCTIONS: Provides training and support to individuals in home, work, transportation, and social/recreational environments.

REPORTS TO: Associate Director

JOB CLASSIFICATION: Full-Time/Exempt

REQUIREMENTS: Education: At least two years of college preferred.
Experience: Two years experience working in the field of human services preferred.
Special skills and knowledge: An understanding of and commitment to the philosophy of integration, normalization, and individual-driven services. Ability to communicate effectively, both orally and in writing. Ability to make independent judgments, work with minimal supervision, and take the initiative. Ability to adapt training and support techniques to individual needs and learning styles. 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.

DUTIES AND RESPONSIBILITIES:

1. Manages a team of ILS Coordinators.
2. Meets weekly with ILS Coordinators to problem solve and create solutions.
3. Provides support and training in home, work, transportation and social/recreational environments.
4. Provides money management services such as budgeting and bill paying.
5. Assists individuals served to participate in typical community activities as desired.
6. Identifies home or community health and safety hazards, provides ongoing training and documents an emergency plan in case of a crisis or natural disaster.
7. 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.
8. Implements systematic training of living skills and data collection to monitor individual progress.
9. Participates in staff training as required, all management meetings, & house meetings.
10. Completes status reports and helps develop the service plan.
11. Assesses and prepares quarterly (or semi-yearly) reports for North Bay Regional Center regarding Individual Support and Program Plans.
12. Intervenes in crisis situations, locates necessary resources and coordinates services.

13. 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 the Services Planner.
14. Creates monthly activity calendar and distributes to staff.
15. Coordinates CATS (Community Access Ticket Services) events for individuals supported and staff.
16. Creates and implement chore lists, menu and meal plans.
17. Assessing and updating all information in individual's home binders.
18. Amend, calculate and review billable hours for accuracy prior to bimonthly submission.
19. Other duties as assigned by employer.

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.