

# Connections For Life Senior SLS Coordinator Job Description



Connections For Life  
Supported and Independent Living Services

**TITLE:** Senior SLS Coordinator

**BASIC FUNCTIONS:** Coordinating Individual's basic daily services as well as general administrative support

**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, work with minimal supervision, and take the initiative. 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. Bilingual skills preferred.

Additional benefits: Is issued a cell phone and offers phone support as necessary, participates in CFL Management Compensation Plan

## CORE COORDINATOR 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 the files of individual served and scheduling needs within agency scheduling program. Ensures accuracy of files, documentation, case notes and schedules at all times working with agency Services Planner.
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-annually) reports for North Bay Regional Center regarding Individual Support and Program Plans.
5. Helps the individual served to develop personal goals and decision-making skills.

6. Supervises the team of CFL staff assigned to the individuals of their case load.
7. Implements systematic training of living skills and data collection to monitor individual progress.
8. Provides support and training in home, work, transportation, mobility training and social/recreational environments as well as managing access to generic resources.
9. Provides money management services such as budgeting and assisting individuals in paying their bills (rent, food, utilities).
10. Assists individuals in participation in typical community activities as needed.
11. Identifies home or community health and safety hazards and provides ongoing training and documents an emergency plan in case of a crisis or natural disaster.
12. Monitors health and medical needs, including attending health and wellness appointments and ensures follow-up care and documentation in accordance with directions of health care professionals.
13. Creates and implement chore lists, menu and meal plans.
14. Creates monthly activity calendar and distributes to all staff and individuals supported.
15. Responsible for tracking tier level hours and working open shifts if needed to meet tier level of support.
16. Intervenes in crisis situations, locates necessary resources and coordinates services.
17. Coordinates staff and the individual's support circle to identify and address problems and create solutions.
18. Assists the individual to access and complete all reporting requirements for benefits.
19. Provides problem solving support in social and interpersonal situations.
20. Provides support for individuals in acquiring and/or using assistive technology, adaptive equipment or current updated systems and resources.
21. Assists individuals in maximizing use of community resources.
22. Be a part of the on-call phone rotation.
23. Other related Coordinator duties as assigned.

## **CORE ADMINSTRATIVE RESPONSIBILITIES**

1. Assists the Associate Director in completing cost templates, schedule of hours, and all pertinent information as related to services as needed.
2. Assists with the review process of service records for payroll.
3. Assists with tracking all generic service resources in conjunction with billing.
4. Amend, calculate and review billable hours for accuracy prior to bimonthly submission.
5. Attend weekly meetings with SLS Coordinators.
6. Supervises SLS Coordinators.
7. Completing reviews of SLS Coordinators.

8. Coordinates the training schedules for onboarding of Interim Coordinator and LSAs with the Services Planner.
9. Presents updates and concerns at the Wednesday morning meetings.
10. Other Administrative duties as assigned.

#### **AS NEEDED RESPONSIBILITIES**

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

1. Ensures that prescribed medications are ordered and picked up in a timely fashion.
2. Coordinates support team to assist individuals in shopping, cooking, and cleaning.
3. Maintains effective working relationships and engages in problem solving as needed with their team of staff, other providers, the Public Authority for generic resources, neighbors, and family.
4. Works directly with the individual served to ensure their personal needs are being met. If difficult issues arise, coordinators will advocate on behalf of the consumer and seek assistance and direction from the Associate Director.
5. Schedules and assists with interviewing for LSA positions.

#### **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.