

Connections For Life

ILS Coordinator

Job Description



Connections For Life
Supported and Independent Living Services

TITLE:	ILS Coordinator
BASIC FUNCTIONS:	Provides training and support to individuals in home, work, transportation, and social/recreational environments.
REPORTS TO:	Senior ILS Coordinator
JOB CLASSIFICATION:	Full-Time/Non-Exempt
REQUIREMENTS:	<p><u>Education:</u> At least two years of college preferred.</p> <p><u>Experience:</u> Two years experience working in the field of human services preferred.</p> <p><u>Special skills and knowledge:</u> 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.</p> <p><u>Additional benefits:</u> Is issued a cell phone and offers phone support as necessary, participates in CFL Management Compensation Plan</p>

DUTIES AND RESPONSIBILITIES:

1. Provides support and training in home, work, transportation and social/recreational environments.
2. Provides money management services such as budgeting and bill paying.
3. Assists individuals served to participate in typical community activities as needed.
4. Identifies home or community health and safety hazards, provides ongoing training and documents an emergency plan in case of a crisis or natural disaster.
5. Monitors health and medical needs.
6. Implements systematic training of living skills and data collection to monitor individual progress.
7. Responsible for ensuring that the individuals on your caseload are meeting their hours for billing.
8. Completes house checks and helps develop goals of individual supported.
9. Assesses and prepares quarterly (or semi-annually) reports for North Bay Regional Center regarding Individual Support and Program Plans.
10. Intervenes in crisis situations, locates necessary resources and coordinates services.
11. Inputs, maintains, and closely manages 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 the Services Planner.

12. Assessing and updating all information in individual's home binders as identified by Senior ILS Coordinator.
13. Other duties as assigned by employer.

AS NEEDED RESPONSIBILITIES

1. Creates monthly activity calendar and distributes to all staff and to the people we support.

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.