

**Connections For Life
Living Services Coordinator
Description**



Connections For Life
Supported and Independent Living Services

TITLE: Living Services Coordinator

BASIC FUNCTIONS: Coordinating Individual's basic daily services to include providing training and support to individuals in home, work, mobility, and social/recreational environments.

REPORTS TO: Associate Director

JOB CLASSIFICATION: Full Time / Non-Exempt

REQUIREMENTS: Education: Two (2) years of college preferred
Experience: Minimum of two (2) years' experience working in the field of human services preferred and a minimum of two years' experience working with people with intellectual and 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.
Additional benefits: Is issued a cell phone and offers phone support as necessary, participates in CFL Management Compensation Plan

CORE RESPONSIBILITIES:

1. Supervises and develops a team of staff assigned to their case load 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. Monitors health and medical needs and understands the POS status of each individual, identifying the level of staffing and support necessary for each person assigned, including attending health & wellness appointments and ensures follow-up care and documentation in accordance with directions of health care professionals.
3. Provides support and training in home, work, mobility and social/recreational environments as well as managing access to generic resources. Creates and implements chore lists, menu and meal plans.
4. Conducts house checks based on level of need and completes and submits house check documentation. Reviews and updates individual's home binder documentation to ensure accuracy and compliance.

5. Intervenes in crisis situations, locates necessary resources and coordinates services.
6. Assesses and prepares quarterly (or semi-annually) reports for North Bay Regional Center regarding Individual Support and Program Plans.
7. Helps the individual served to develop personal goals and decision-making skills. Implements systematic training of living skills and data collection to monitor individual progress. Provides money management services such as budgeting and assisting individuals in paying their bills (rent, food, utilities). Assists individuals in participation in typical community activities as needed.
8. Responsible for ensuring that the individuals on caseload are meeting hours for billing. Amend, calculate and review billable hours for accuracy prior to bimonthly submission. Complete cost templates directly related to funding and services.
9. Manages and maintains the files of the individuals on caseload; and manages the scheduling needs of the individuals to ensure maximum allowable services are provided; scheduling is performed in the agency's scheduling platform. Ensures accuracy of files and documentation.
10. Identifies home or community health and safety hazards, provides ongoing training and documents an emergency plan in case of a crisis or natural disaster.
11. Assists the individual to access and complete all reporting requirements for benefits.
12. Provides support for individuals in acquiring and/or using assistive technology, adaptive equipment or current updated systems and resources.
13. Creates monthly activity calendar and distributes to all staff and to the people we support. Coordinates staff and the individual's support circle to identify and address problems and create solutions.
14. Provides problem solving support in social and interpersonal situations.
15. Assists individuals in maximizing use of community resources.
16. Part of the on-call phone rotation.
17. Position accountabilities may change at any time during employment at the sole discretion of the Agency. From time to time, this position may be asked to work on special projects or to assist with other work necessary or important to the operation of the Agency. Cooperation and assistance in performing such additional work will be appreciated.
18. 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. Complete MAR form and MAR form education to DSPs in the home.
3. Coordinate support team to assist individuals in shopping, cooking, and cleaning.
4. Maintain effective working relationships and engage in problem solving as needed with their team of staff, other providers, the Public Authority for generic resources, neighbors, and family.

5. 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.
6. 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.