

Connections For Life LS Coordinator Manager Job Description



Connections For Life
Supported and Independent Living Services

TITLE: LS Coordinator Manager

BASIC FUNCTIONS: Manages team of Coordinators for ILS and SLS services; Includes ensuring Coordinators are providing training and daily support to individuals in home, work, transportation, and social/recreational environments. Will also provide General Administrative support.

REPORTS TO: Executive Director

JOB CLASSIFICATION: Full-Time/Exempt

REQUIREMENTS:

Education: Desired: 4-year degree or equivalent years of experience

Experience: Five years of 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 lead teams and provide leadership for CFL's 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. 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

DUTIES AND RESPONSIBILITIES:

1. Manages a team of Coordinators.
2. Meets weekly with Coordinators to problem solve and create solutions.
3. Provides support to team providing training in home, work, transportation and social/recreational environments.
4. Works in collaboration with the entire Management Team (to include Scheduling Team, Controller, HR, QA, Operations, and Executive Director)., overseeing service delivery of ILS and SLS supports communicating service delivery trends, and working in collaboration to make recommendations as necessary.
5. Provides evaluations for all Coordinator staff members. Oversees and assists them in ensuring that the review and PIP processes for DSPs are conducted in a timely manner.

6. Manages approval of Coordinator leave requests and Coverage Plans. Ensures HR receives the leave requests and copies of the Coverage Plans are provided to the Coordinator Team and the Admin Team.
7. Provides money management services such as budgeting and bill paying as needed.
8. Ensure individuals served are participating in typical community activities of their choice.
9. Work with QA to identify home or community health and safety hazards, and ensure Coordinators provide ongoing training and documentation on emergency plans in case of a crisis or natural disaster; this includes earthquakes, fires, PG&E Public Safety Power Shutoffs (PSPS) events, etc.
10. Provides oversight of health and medical needs, including supporting Coordinators in attending health & wellness appointments and ensuring follow-up care and documentation in accordance with directions of health care professionals.
11. Implements systematic training of living skills and data collection to monitor individual progress.
12. Participates in staff training as required, all management meetings, & house meetings.
13. Coordinate and collaborate with CFL management team to accomplish projects and complete assignments.
14. Attends community meetings as requested by CFL Leadership.
15. Ensure Coordinators complete status reports and develop service plans.
16. Monitors the data in the On-Call Virtual Binder
17. Review and provide input on quarterly (or semi-annually) reports for North Bay Regional Center regarding Individual Support and Program Plans.
18. Intervenes in crisis situations, locates necessary resources and coordinates services.
19. 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 the Services Planner.
20. Assist Coordinators in creating and implementing chore lists, menus and meal plans.
21. Oversees the Coordination of the individual's support circle to identify and address concerns and create solutions.
22. Ensures Coordinators are accessing generic resources for the people they support, including accessing benefits.
23. Ensures Coordinators are providing support for individuals in acquiring and/or using assistive technology, adaptive equipment, durable medical equipment or current updated systems and resources.
24. Assessing and updating all information in individual's home binders.
25. Support coordinators in creating 3-month schedules as needed for the people we support.
26. Member of the Audit Team.
27. Other duties as assigned by employer.

Physical Demands

While performing the responsibilities of the job, the employee is required to:

- a. Communicate with good verbal and listening skills.
- b. Often required to sit for long periods of time.
- c. Must be able to use hands and fingers to handle or feel.
- d. Occasionally requires to stand, walk, reach with arms and hands.
- e. Vision abilities required by this position including close-related vision.