

Connections For Life Administrative Coordinator Job Description



Connections For Life
Supported and Independent Living Services

TITLE: Administrative Coordinator
BASIC FUNCTIONS: Manages implementation and scheduling of staff training as well as overall administrative support
REPORTS TO: Operations Manager
JOB CLASSIFICATION: Non-Exempt /Full-Time
REQUIREMENTS: Education: At least two years of college preferred
Experience: At least two years of experience in an administrative support role and knowledge of the service world for adults with developmental and intellectual disabilities.
Special skills and knowledge: Must possess an understanding of and commitment to the philosophy of integration, normalization and individual-driven services. Demonstrates the ability to support the company's values, goals and objectives. Highly competent organizational skills and attention to detail; excellent oral/written communication skills, as well as interpersonal skills; good attitude, high energy, great team player; computer experience and proficiency using business software (MS Office, etc.) and the Internet required.
Additional benefits: Participant in CFL Management Compensation Plan, CFL Phone, CFL Laptop

CORE RESPONSIBILITIES:

Responsibilities include, but are not limited to:

1. Maintains a weekly schedule, accessible in our scheduling platform
2. Creation, review, revision and implementation of training processes in the working environment
3. Writes and revises Standard Operating Procedures (SOPs) as necessary to maintain compliance
4. Maintains procedures and training manuals for all of the people we support, Coordinators, Schedulers and Direct Care Staff
5. Manages company safety policy, procedures, and compliance, including quarterly safety meetings and all staff meeting presentations.
6. Focuses on accessing and outreach of community resources for training opportunities.
7. Facilitates CFL's Training Program. Identify staff needs for training. Creates ongoing calendar of scheduled staff trainings including, but not limited to, introductory training for all new employees, time keeping, scheduling, CPR (to be completed after their introductory period of 90 days), First Aide, Sexual Harassment, individual training booklets for each of the people we support, house trainings, training manuals for Coordinators, Schedulers and

- Direct Care Staff. Provides periodic training status updates and reports to the Operations Manager. Conducts quarterly training to ensure needs in the working environment meet required standards
8. Facilitates all new hire training, collaborating with Human Resources and the QA Manager.
 9. Manages and facilitates online training resources.
 10. Responsible for keeping a running list of all trainings.
 11. Annually reviews current training resources, identifying areas for improvement and update.
 12. Makes all training calls and maintains all training documentation. Compiles training schedules.
 13. Makes follow up calls reminding employees of scheduled training.
 14. Facilitates PRO-ACT training with the assistance of the Quality Assurance Manager.
 15. Maintains compliance to Title 17 and contract requirements, collaborating with the Quality Assurance Manager.
 16. Complete monthly Training Report for Quarterly Board reporting, to be reviewed by the HR Generalist for approval and submittal.
 17. Coordinates and carries out Orientation presentation
 18. Backup for monthly SLS/ILS/Intake billing.
 19. Backup for QSP scheduling to assist the scheduling team.
 20. Other duties as specified and designated by management

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 required to stand, walk, reach with arms and hands.
- e. Vision abilities required by this position, including close-related vision.