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| logo 25 | Services Coordinator-Community Living Program |

**The Opportunity Tree Vision**

The Opportunity Tree is committed to promoting the development of a society that fully embraces individuals with intellectual and developmental disabilities through inclusion, advocacy, and opportunities.

**The Opportunity Tree Mission**

To provide quality individualized supports to people with intellectual and developmental disabilities in dynamic and innovative environments.

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| Department: | Community Living Program | Location: | Phoenix, Casa Grande, Maricopa |
| Reports to: | Assistant Director of Community Living Program | Supervises: | DSP Supervisor Residential, DSP Supervisor-HCBS |
| FLSA Status: | Exempt  | Employment Status: | Full-time |
| Benefit Status: | Eligible | Pay Level: | PR-8 |

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| **Job Summary:** The Services Coordinator-Community Living Program is responsible for ensuring high quality of supports are provided to individuals with physical and/or intellectual disabilities by monitoring the services provided, developing staff training and opportunities, assisting in the development and implementation of financial, strategic and programmatic goals, ensuring contract compliance and fulfilling The Opportunity Tree’s mission, vision, and values. |

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| **Essential Job Functions**:1. Provide supervision, support, and direction to DSP Supervisors-Residential and DSP Supervisors-HCBS.
2. Development of DSP Supervisors and DSP staff to include but not limited to education, support, and training.
3. Create, monitor, and fill schedules as appropriate.
4. Utilize Paylocity timekeeping system to ensure accurate service hours as contracted.
5. Assess and evaluate the individual needs of each Member in their home.
6. Advocate, facilitate, and coordinate supports for Members.
7. Facilitate and participate in developing the Individual Service Plan.
8. Develop and implement Member driven goals/objectives and behavior building programs ensuring Article 9 compliance.
9. Ensure services are authorized in FOCUS accordingly to program.
10. Ensure medical care is appropriate, sufficient, and proper follow-up is completed.
11. Ensure medications are documented and administered appropriately.
12. Enter, retrieve, and correct Member information in the agency computer database, according to established timelines.
13. Review and update Member files according to agency procedures.
14. Ensure adherence to agency budget/financial process.
15. Enforce/mandate DDD and DHS quality assurance, monitoring, and licensing standards.
16. Pro-actively maintain communication with families/guardians of Members.
17. Work collaboratively as a team with Assistant Director and departments to ensure quality supports of Members.
18. Advocate on behalf of Members and their families to ensure people with intellectual and developmental disabilities have a voice.
19. Maintain a positive work environment and collaborative working relationship with Members staff; families/care givers; government agencies; and people from various funding sources.
20. Ensure the safety and well-being of members and adhere to OSHA Standards and all other safety standards
21. Maintain confidentiality regarding information of Members and The Opportunity Tree.
22. Compliant with attendance rules.
23. Promote and maintain a collaborative and respectful working environment and a line of communications with all stakeholders of The Opportunity Tree.
24. Comply and enforce the Policies, Procedures, and Regulations of The Opportunity Tree.
25. Other job duties as assigned.
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| **Job Requirements:**1. Minimum of 18 years of age.
2. Current driver license with Non-Restricted Motor Vehicle Record and compliance per the requirements of The Opportunity Tree’s insurance carrier.
3. Communicate in English; speech, write and read.
4. Excellent verbal and written skills.
5. Experience: Two (2) years in the Intellectual and Developmental Disabilities (IDD) field in a residential or HCBS setting.
6. Education: Bachelor degree in Human Services preferred.
7. Knowledge: Intermediate in MS Outlook, MS Word, MS Excel, web browsing.
8. The ability to utilize data to assist in making financial, strategic, and programmatic decisions.
9. Knowledge of best practice models and community integration.
10. Personal enthusiasm for participation in a non-profit organization serving individuals with intellectual and developmental disabilities.
11. Positive attitude and represent The Opportunity Tree in a positive manner to the community.
12. Successful completion and maintain all required training which may include CPR, First Aid, Article 9, and Prevention and Support.
13. Successfully meet AZ-DPS requirements for Fingerprint Clearance Card.
14. Reliable transportation and travel for The Opportunity Tree business.
15. One year of supervisory skills to include but not limited to knowledge of management principles in staff interaction and task productivity, leadership abilities, problem identification and resolution administration.
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| **Work Environment:**1. Lift/carry/transfer minimum of 40 pounds.
2. Bend, kneel, and stoop.
3. Pushing or pulling of wheelchairs.
4. Reach/ reach overhead.
5. Walk/stand for extended periods.
6. Sit for extended periods.
7. Finger/hand/wrist dexterity to eye.
8. This position is considered a “safety sensitive” position.
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**ACKNOWLEDGEMENT:**

* I understand this job description and its requirements and that it may not be an exclusive list of all job functions.
* I understand that I am expected to complete all duties as assigned.
* This job description is subject to change at any time with or without notice.
* I acknowledge that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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| Employee Name: |  | Date: |  |
|  | (Print) |  |  |
| Employee Signature: |  |  |  |