

JOB DESCRIPTION FOR L.I.S.T.E.N. DAY SERVICES TEAM COORDINATOR

QUALIFICATIONS: High School Education/GED, no lifting restrictions and a minimum lifting ability of 50 pounds, 1 year experience working in the DD field, to be able to supervisor other staff members

BENEFITS: Single policy Blue Cross/Blue Shield and dental insurance paid after 2 months of employment (may be limited to the amount of staff this is offered to at one time), vacation and sick time that accumulates monthly and increases periodically with years of service, \$50,000 Life Insurance policy, Short Term and Long Term Disability Insurance, 401K plan after one year of service, 10 paid holidays per year, 1 personal day per year.

SUMMARY OF WORK REQUIREMENTS/RESPONSIBILITIES

SECTION A

Responsible for supervising team members to include:

- Making sure the implementation of all programs in each person's personal plan that is on the team is completed correctly
- Responsible to review on a regular basis individual documentation to ensure accurate and complete documentation is being completed for each persons programs
- For daily scheduling and grouping of staff with the people we support
- To carry out and record weekly staff meetings to keep team members informed of changes to programs, reviewing behavioral plans, to get input from team members of any concerns or issues that they feel are occurring with the team
- To have team members work together with completing annual assessments and designating team members to compete the formal assessment and attend meetings
- To complete yearly evaluations of their staff members and with new staff to complete an evaluation after one month of employment
- Making sure annual assessments are completed one month prior to meetings, attending meetings, giving feedback and assisting with developing goals, objectives that will help increase independence of the people we support
- Creating accurate daily tracking forms for their staff to use
- Maintaining accurate daily attendance of each person on their team
- Be able to work with adaptive equipment and to instruct their staff on the proper use
- To monitor their staff members hours and report concerns to the Assistant Program Director
- To be able to maintain accurate documentation on their staff members and to follow through with disciplinary action when needed
- Attend all group staff meetings as they are scheduled and give input to all L.I.S.T.E.N. employees that relate to the health and safety of the people we support
- To take part in the screening and hiring process of perceptive new employees to orientate new staff members to the agency, the people on the team, the daily schedules and routines of the agency and the people that are support, training all new staff on each persons programs, which includes the running and documentation of the programs

Provide a supportive and positive atmosphere for the people we support to include:

- **To make sure activities that are meaningful and beneficial to the people we support are being offered and carried out through the day program and routinely in the community**
- **Supporting the people we work with and staff with community integration and the building of social roles**
- **To set up tours, inservices, guest speakers from the community to come into the day program on a regular basis**
- **To complete severe weather training with all the people we support and staff members through the designated months**
- **Responsible for the overall daily care and safety of the people we provide services to**
- **Encourage socialization among the people we support, staff through the day program, people that visit and when in the community**
- **Daily monitoring of health and safety concerns and promptly dealing with those concerns as they arise and communicating information accurately and in a timely manner to all needed parties**

18 %

To facilitate effective communication to include:

- **Between the day program, other interdisciplinary team members, family members, and community members**
- **To be able to communicate issues, concerns, and important information to the Assistant Program Director, Program Director, and Executive Director**

5 %

To take part in the screening and hiring process of perceptive new employees to include:

- **To orientate new staff members to the agency, the people on the team, the daily schedules and routines of the agency and the people that are support, training all new staff on each persons programs, which includes the running and documentation of the programs**

2 %

SECTION B

To be one of the primary members of the Risk Management Team

To be able to able to fulfill all of the job requirements of a Direct Support Professional (DSP)

To be able to judge because of behavioral, medical concerns of the people we support or due to a shortage of staff that as the Team Coordinator your first priority will be to working direct care so the needs of the people are met over you completing office time

55 %

SECTION C

Understand LISTEN's policy on Social Media which states: The posting or sharing of all information about a client's personal profile including but not limited to name, address, phone number, medical information, or pictures of the client without prior approval from the Executive Director or guardian is prohibited. This information is to be guarded and protected and considered as a clients right to privacy.

To take an active part in the Accreditation (CQL) process and maintaining their standards and incorporating them into the daily routine of the day program and with the people we support and with their staff members

Take part in workshops/in-services/conferences that are part of the job responsibilities and training and to be able to give feedback to other L.I.S.T.E.N. employees

To be responsible for completing module training that L.I.S.T.E.N. Day Services requires of all staff to have completed within the first year of employment

Responsible for making sure certifications are updated as needed

To carry a valid drivers licenses and be able to drive agency vehicles

Other job duties assigned or as needed

By signing this I agree with and understand what my job responsibilities are and what the job as a Team Coordinator requires.

Signature

Date