

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Staff Coordinator

DEPARTMENT: Direct Support Services

TITLE OF POSITION: Staff Coordinator

IMMEDIATE SUPERVISOR: Program Coordinator

NORMAL WORKING

HOURS AND SCHEDULE: Basically first or second shift to include weekends – may flex 1st, 2nd, 3rd

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or equivalent; 2) College degree in related field preferred; 3) Experience working with individuals with MR/DD preferred; 4) Supervisory experience or Supervisory training required; 5) Knowledge of Center's policies and procedures; 6) Ability to lead; 7) Ability to motivate others; 8) Ability to make independent decisions; 9) Knowledge of union contract; 10) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 11) Ability to lift 50 pounds; 12) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 13) Good driving record may be required; 14) CPR/First Aid may be required.

POSITION RESPONSIBILITIES

1. Provides consistent supervision, direction, training, and evaluation of Direct Support Professionals as assigned. Follow up and carry out staff disciplinary action/procedures.
2. Coordinates and directs activities for individuals and coordinates Direct support Professionals.
3. Maintains communication with other Staff Coordinators/Program Coordinators as to activities/work of Direct Support Professionals.
4. Directs Direct Support Professional's to ensure, promote and facilitate active treatment.
5. Prepares staff evaluations for review by Program Coordinator.
6. Directs DSP's to ensure adequate individual care and adherence to Anne Grady Center policy and union contract.
7. Works with Scheduling Specialists to ensure adequate direct care coverage for the home as needed.
8. Maintains professional communication with all Program Coordinators, nurses, guardians, and DSP's as necessary for adequate care of individuals and the overall running of the home.

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9. Directs DSP's to ensure proper program implementation and documentation in accordance with Medicaid and Licensure regulations. Complete monthly progress notes and ensure adequate supply of service delivery sheets are available on the home at all times. Complete weekly program frequency checks and report findings weekly to the appropriate supervisor, as directed.
10. Completes all necessary documentation in a timely manner as assigned by Program Coordinator. Assists Program Coordinator with follow-up on UIR's and email conclusions, as directed by the Program Coordinator.
11. Participates in inservice and staff meetings.
12. Participates in the hiring process and/or provides input into hiring.
13. Assists DSP's with the individual's daily care as needed. Works on the home as Direct Support Professional only when approved by Program Manager or above.
14. Attends and actively participates in IHP meetings as assigned by the Program Coordinator.
15. Prepares for and chairs any meetings assigned by the Program Coordinator.
16. Directs DSP's to ensure and maintain confidentiality on the home. Maintains confidentiality of individuals, staff and management.
17. Directs DSP's to ensure compliance with Medicaid Regulations and Licensure Standards. Monitors daily schedules and ensures compliance with Medicaid Regulations and Licensure Standards as they pertain to the individuals, service delivery and/or service documentation.
18. Fills-in for Scheduling Specialist carries on-call phone/book and ensures adequate staffing by filling shifts as only when approved by Program Manager or above.
19. Supervises DSP's. Assists in providing training and inservices to DSP's.
20. Directs DSP's to ensure implementation of the IHP.
21. Monitors individuals' use of natatorium and recreation outings and assists as necessary. Monitors to ensure 4 quality assurance checks are completed annually per individual, as appropriate.
22. Ensures necessary items are purchased for the home and the individuals in a timely manner.
23. Assists Program Manager in the daily requirements for managing the home.
24. Follows policies and procedures.
25. Exemplifies Corporation philosophy.
26. Ensures that individuals are free from abuse and neglect to the extent possible.

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- 27. Reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
- 28. Performs any other related duties as assigned.

List of positions directly supervise.
if more than eight, list totals only.

Signature of Department Director

Date

Form Pr-105

Signature of Employee

Date

Revised: 9/08/04

Revised: 11/20/06

Revised: 02/06/07

Revised: 03/06/08