

COMMUNITY OPTIONS, INC. (COI)
JOB DESCRIPTION
DSP – COORDINATOR

PURPOSE: Provide assistance and training to adults with intellectual/developmental disabilities, enabling them to achieve more meaningful, productive lives, in accordance with COI value statements. To assist program management with administrative duties as delineated below.

QUALIFICATIONS:

1. High School Diploma or GED required.
2. Two years of direct care experience required.
3. Valid Colorado driver's license with acceptable driving record required.
4. Acceptable criminal background check required.
5. Experience working with people with developmental disabilities is strongly desired.

ESSENTIAL DUTIES & RESPONSIBILITIES: Along with the duties of a Direct Support Professional (DSP), Coordinators will also be responsible for the following tasks.

Programmatic Duties

1. Participate in the development of goals for the persons served:
 - a. Carry out programs as written.
 - b. Review programmatic documentation for service compliance.
 - c. Complete required documentation to carry out and monitor progress of individual plans.
 - d. Attend Service Plan meetings as requested.
2. Establish and coordinate a variety of schedules and ensure service delivery is in accordance with each Service Plan. Coordinate schedules for all activities both facility based and in the community-at-large.
3. Ensures health and safety of each person served and ensures necessary plans are in place and implemented as needed.
4. Regular driving of agency vehicles for various reasons including, but not limited to, transporting clients on outings and appointments, running errands, and other driving tasks as directed.
5. May conduct client home visits relevant to personal care and home maker services to ensure quality services.
6. May be responsible for on-call duties in rotation with other designated staff.

Administrative Duties

1. Assist Manager in gathering, initiating and/or reviewing various documentation, i.e. end of month reports, attendance reports, timesheets, various spreadsheets and ledgers etc.
2. Supervise the administration of medications as needed.
3. Ensure vehicle logs are maintained accurately by staff.
4. Compiles monthly billing information for finalization by the Manager.
5. Assist with billing related tasks including filing and other administrative tasks as assigned.
6. Track individual units to ensure compliance with the Service Plan (i.e. no under-utilized or over utilized units)
7. Match staff documentation with programmatic documentation to ensure alignment with the Service Plans.

Teamwork

1. Work with the team to maintain program approval standards in accordance with all state and federal requirements.
2. Coordinate and work closely with staff on a variety of tasks.
3. Provide oversight of staff in the daily execution of their duties including maintenance of program and med books. Ensure that DSPs perform all the essential duties in their job descriptions.
4. May participate in hiring process with the Manager.
5. Provide initial orientation and training of new staff and ensure completion of all relevant/required staff documentation. Provide ongoing guidance to DSPs in their daily duties and provide input into the evaluation of their work.
6. Attend and participate in scheduled team meetings and other assigned meetings.
7. Meet regularly with Manager to review goals and discuss ongoing issues.
8. Respond to any last-minute schedule changes as needed.
9. In the absence of the Manager, coordinate with the Director to ensure continued smooth operation of the program.

Other Relevant Duties

1. Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.
2. Perform duties and conduct interactions with agency staff, person served, and the public in a manner consistent with COI values.
3. Effectively communicate with all program areas and work with others in a positive manner.
4. Deal with stress and stressful situations in an effective, productive manner.
5. Satisfactorily complete all required training.
6. Work with minimal supervision and recognize situations where assistance is needed.
7. Maintain familiarity with agency policies and procedures.
8. Other relevant duties as assigned.

Some Coordinators also perform some or all the duties of a Medical Clerk would also perform the following duties:

1. Assist in the coordination of medical, dental, and therapeutic appointments for all persons receiving services.
2. Assist in the set up and maintenance of charts and records for each person served.
3. Assist in appropriate distribution of Med Clerk information and records.
4. Complete and document needed medication counts.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: *Work as a Coordinator can be physically demanding.*

This position spends numerous hours standing and walking and may perform tasks that may be unpleasant. In addition, clients may be confused, irrational, agitated, or uncooperative. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and will vary depending on the clients you are assigned to assist. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

1. This position must guard against back injury because they may have to move clients in/out of beds, wheelchairs, vehicles, and commodes. This position is trained on/ required to follow proper body mechanics and procedures for lifting/moving clients.
2. This position must occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
3. This position must exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently.
4. The employee is frequently required to walk; use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
6. Specific talking abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
7. Specific hearing abilities required by this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
8. This position may be subject to infectious diseases. This position is trained on/required to follow Universal Precautions.

SUPERVISION:

The Coordinator is supervised by the Manager. The Coordinator has no supervisory responsibility for others.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

Print Name

Sign Name

Date

July, 2018