



## **Program Coordinator**

### **Benefits:**

- Medical, Dental, and Vision insurance options available
- 401K
- PTO
- Paid Training

### **Program Coordinator Job Description:**

Responsible for direct oversight of 3-4 homes. This includes working directly in each home, at least, 1 day per week in order to build and maintain a relationship with members, staff, and house management. The Program Coordinator works closely with each House Manager to provide leadership and guidance with member needs, which includes reviewing and submitting all incident reports and fact finds. The Program Coordinator will, also, conduct quality assurance audits in each home and assists the House Manager with correcting any audit errors. The Program Coordinator is responsible for investing into the House Manager by providing 1:1 supervision in order to ensure the overall well-being of the House Manager, staff, and member needs.

### **Primary Functions:**

- Oversee 3-4 house managers and house operations for 3-4 DDD group homes
- Invest and support house managers in their leadership, professional, and personal development
- Oversee quality assurance for Ohana Homes including monthly monitoring of homes
  - Program data and monitoring progress (checks and monitors member binders and communication binder for each home) (1x monthly)
  - BTP tracking (1x monthly)
  - Medication logs and any needed ISP changes (1x monthly)
- Reviews and oversee all incident reports for group homes (weekly)
- Review and approves all fact finding requests (weekly)
- Prepare staffing matrix for house managers (1x monthly)
- Oversee focus staffing schedules for all homes and make changes as necessary (2x month)
- Serve on PRC as Ohana representative (1x a quarter)
- Train new house managers with DDD monitoring processes and QA paperwork (quarterly)
- Complete 2x year audits using DDD monitoring tool for managers to have status update (2x a year)
- Serve as on call supervisor when assigned (bi-monthly)
- Conduct team meetings (e.g., retraining needed per DDD fact find request or manager needing assistance) with staff regarding medication administration, BTP tracking, and any DDD required paperwork (as needed)
- Act as liaison between employees and supervisors when needed as well as with families, DTA's, medical personnel and government agencies
- Able to safely and appropriately utilize Prevention and Support behavioral intervention standards when necessary
- Exert maximum muscle force to lift, push, pull, or carry objects
- Use abdominal & lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing



- Performs additional duties as assigned by Program Director/Manager

**Qualifications:**

- Preferred bachelor's degree, minimum 3 years of experience in social services
- Experience working with the Division of Developmental Disabilities
- Must have prior supervisory experience, preferably as a group home or program manager of at least 3 years
- Demonstrates strong boundaries and shows care and concern for children and adults with disabilities
- Excellent written and verbal communication skills
- Possess a valid Arizona drivers' license
- Must maintain current First Aid, CPR, and Article 9, and Prevention and Support certification
- Be able to obtain a valid Level 1 Fingerprint Clearance Card through the Department of Public Safety and a physical examination prior to employment
- Must be able to work in a culturally diverse environment
- Must have excellent organizational and time management skills

***This is a full-time position. Compensation depends on experience and is benefit eligible after 90 days of start date.***