



Job Description

Job Title: Respite Coordinator, Grade 5
Reports to: Manager of Respite and Family Support Services
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Oswego and Cayuga County

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Respite Coordinator oversees facilitation of all respite programs in Oswego and Cayuga Counties, while fulfilling the duties of a site based respite staff member as needed. The Respite Coordinator is expected to give daily support and guidance to staff to help ensure that safe, quality person-centered services are provided to each individual, as well as maintain consistent communication with families and other service providers to ensure proper implementation of respite services.

Qualifications:

- Minimum of three years' experience working with individuals with developmental disabilities or, an associate's degree in a human services related field and one year experience working with children/adults with developmental disabilities
- Ability to supervise, schedule, and support respite staff
- Understanding of OPWDD regulations and services
- Demonstrated leadership experience
- Proficient computer skills, especially MS Word and Excel; demonstrated ability to learn new computer software
- Strong written and verbal communication skills
- Clearance of appropriate background checks, including OPWDD fingerprinting and NYS Office of Children and Family Services Child Abuse Registry
- Clean Driver License and reliable, insured and inspected vehicle
- Physical demands of the job include being able to:
 - Stoop, kneel, reach, sit, stand, walk, push, pull, lift, talk and hear; and
 - Exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects and assist people transferring in and out of wheelchairs
 - Assist with personal care, including transferring and toileting as needed

Essential Functions:

- Oversee daily program operations, respond to and report emergencies/incidents
- Implement forms, policies, and procedures for respite programs in Oswego and Cayuga Counties
- Complete intakes to enroll new individuals in respite programs once proper OPWDD approval for service has been obtained
- Participate in the selection of Direct Support Professionals (DSP) and assist with necessary onboarding, as needed
- Provide ongoing support, training, coaching and consultation for staff, and build a cohesive team

- Schedule proper coverage to ensure safety and supervision of individuals being supported at all times during the provision of respite services
- Conduct performance appraisals and disciplinary discussions as needed; consult with manager if DSP performance issues rise to progressive discipline levels
- Gather and submit documentation for Medicaid billing for hourly respite programs as required
- Collect, review, verify and approve bi-weekly employee hours worked and mileage inputs for timely, accurate payroll
- Track, gather, and compile data for reports, billing, etc.
- Maintain all program participants' records including intakes, safeguards, ISPs, Medicaid waiver authorizations, monthly stats, and billing documentation in accordance with OPWDD regulations
- Periodically assess participants' satisfaction with services
- Participate in agency, team and other required meetings
- Facilitate introductions between support staff and individuals receiving services; ensure that support staff meet pre-hiring requirements and receive training on ARISE Policies and Procedures
- Meet with supervisor as required
- Review individuals' files regularly to stay informed of their safeguards/allergies/needs
- Plan and lead after-school activities with individuals with developmental disabilities, including a weekly schedule of routine activities built around individuals' unique interests
- Maintain a clean and professional program environment that encourages a person centered atmosphere
- Interact in a professional manner with parents/guardians of respite participants; maintain professional conduct/detachment from personal involvements with the individual(s) and/or their family members
- Report any unsafe situations, accidents, or incident to QI Director and supervisor immediately
- Provide support for all respite programs as required
- Support the ARISE and OPWDD mission
- Operate interdependently as a coordinator as well as a team member
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Actively take steps to implement the agency's Compliance and Code of Conduct
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment