



## Job Description

**Job Title:** Part Time Respite Coordinator, Grade 5  
**Reports to:** Manager of Respite and Family Support Services  
**FLSA Status/Schedule:** Non-Exempt; Part Time  
**Location:** Onondaga 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 Onondaga County, 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 (3) years' experience working with individuals with developmental disabilities or an associate's degree in a human services related field and one (1) 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
- 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 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 Onondaga County
- Complete intakes to enroll new individuals in the 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 for 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 incidents 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
- Consistently represent ARISE professionally by demonstrating the highest ethical standards
- 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
- Act in accordance with New York State's Office for People with Developmental Disabilities "Direct Support Professional Standardized Competencies"
- Follow the Code of Ethics developed through the National Alliance for Direct Support Professionals and attend all OPWDD mandated trainings
- Other duties as assigned

**Benefits:**

- Participation in the 401(k) plan can start soon following date of hire; employer match after one year includes 100% vesting immediately
- Free / Confidential Employee Assistance Program