



Job Description

Job Title: Community Habilitation Program Coordinator, Grade 6
Reports to: Manager of Community Services
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse

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

Qualifications:

- Bachelor's Degree preferred and 2 years of experience planning and providing independent living skills training to individuals with disabilities
- Knowledge and understanding of NYS OPWDD regulations governing the provision of direct support services to individuals with disabilities
- Knowledge of budgetary formats and payroll procedures
- Leadership experience including the training, coaching and oversight of employees
- Strong organizational skills; familiar with MS Word and EXCEL
- Strong verbal and written communication skills
- Personal transportation (vehicle and clean driver's license)

Essential Functions:

- Ensure compliance with governmental regulations and record keeping requirements related to the provision of direct support to individuals with disabilities in home and community settings per OPWDD
- Oversee daily program operations; respond to and report emergencies/incidents
- Create, update, and maintain Habilitation Plans and individual service records
- Implement program policies and procedures
- As needed, participate in selection of new Direct Support Professionals (DSPs) and complete necessary onboarding of new DSPs as required
- Facilitate introductions between DSPs and individuals receiving services
- Assure the DSP evaluations required by OPWDD are completed timely
- Maintain ongoing contact with individuals supported to ensure satisfaction with services and address issues/concerns in a timely manner; participate in semi/annual review meetings
- Review, approve and submit bi-weekly staff payroll and mileage reimbursement
- Compile and submit monthly documentation, statistics, and summaries as required
- Periodically assist manager in budget process as required
- Attend and participate in agency and departmental meetings
- Maintain professional conduct / detachment from personal involvement with individuals receiving services and/or their family members
- Provide ongoing support, training, coaching and consultation for staff
- Consult manager if DSP's performance issues rise to progressive discipline level
- 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
- 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