

**Job Description**

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

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| **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) | |
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| **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 | |
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