

**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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