



Community Life For People With Disabilities

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JOB DESCRIPTION

TITLE: PROGRAM COORDINATOR - MH RESIDENTIAL

QUALIFICATIONS:

Bachelor's degree in Social Services with residential and administrative experience preferred.
Valid driver's license required.

SUPERVISION:

Position is supervised by the Director of Program Development.

GENERAL WORK HABITS:

3- Practically Always; 2- Most of the time/Excused; 1- Almost never

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual
- Informing supervisor
- Remaining alert and focused
- Requesting assistance
- Getting along with co-workers
- Completing assigned tasks
- Acting in a professional manner
- Completing assigned tasks
- Acting in a professional manner
- Attending training
- Abiding by agency expectations

JOB DUTIES:

1. Develop and implement component goals, objectives, and work plan tasks that are directed toward accomplishing the Agency's Mission and Vision.
2. Provide goal oriented supervision to Counselors and Program Supervisor.
3. Facilitate weekly staff meeting.
4. Develop and manage program budget.
5. Ensure optimum program coverage through the development and monitoring of the program schedule.
6. Ensure the development and implementation of all rehabilitation, recovery, and other service plans.
7. Facilitate and monitor the implementation of activities that facilitate the development of valued roles and personal relationships in the community.
8. Develop and monitor the implementation of all procedures that ensure the health, safety, and well being of individuals served.
9. Monitor the implementation of all prescribed medical and medication protocols.
10. Develop and monitor all procedures that ensure physical safety and cleanliness of the program.
11. Assist people to access, and/or provide, all needed transportation.
12. Participate in supervision, team, and other assigned meetings.

13. Review and complete all required documentation.
14. Communicate all pertinent information to all stakeholders.
15. Acquire and maintain all required certifications.
16. Perform other related tasks as assigned.

Please note this is an abbreviated description. A more detailed description is available upon request.