

**SOUNDVIEW ASSOCIATION**  
JOB DESCRIPTION

**POSITION TITLE:** Program Coordinator

**CLASSIFICATION:** 1 FTE

**SUPERVISORS:** Program Manager, Executive Director

**QUALIFICATIONS:**

- High school degree or GED required, college level training preferred
- Excellent written and verbal communication skills, specifically in the area of client programming
- Knowledge of DD policy, WAC, and understanding of Residential Guidelines and program plan design
- Effective interpersonal relationships, good mediation skills
- Ability to organize and prioritize
- Commitment to agency goals and values
- Ability to represent agency to the public

**RESPONSIBILITIES:**

**Managerial/Administrative**

- Participate in monthly program specific staff meetings
- Attend agency management meetings
- Coordinate and support inter program scheduling of activities in cooperation with the program coordinator of the other program
- Will share on call duties with Program Manager and Facilitator
- Be an advocate for the agency, the program and its residents with the public

**Agency Support**

- Ensure agency wide consistency of program implementation in partnership with other Coordinator
- Maintain accountability to Executive Director
- Comply with all Board policies - recommend policy changes as needed for effective operation
- Assume responsibility requested by Program Manager and Director
- Serve as liaison between staff, Program Manager and Director

**Programs for Residents**

- Monitor program plan compliance with Federal/State and local guidelines and agency values
- Work with in-house Case Managers to design and write person centered program plans
- Assist Case Managers in monitoring effectiveness of implementation of program plans
- Review biannual client goal achievement with Case Managers and submit to Program Manager
- Report to Program Manager what residents need to meet goals
- As part of an interdisciplinary team, which will include the Director, Program Managers, and Facilitators, evaluate admission and dismissal of residents
- Will attend all program staff meetings

**Personnel**

- Develop and implement a technique for assessing and monitoring staff competency
- Develop and monitor staff orientation, training and enrichment
- Ensure that all training requirements are met in a timely manner and submitted to agency Director
- Facilitate ongoing staff communication with each other and with management
- Enhance and monitor implementation of safety procedures

**Direct Service**

- Will perform direct service duties as per ISS job description
- Will perform ISS duties when on call in the event other staff cannot be brought in to cover absences

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Program Coordinator  
Revised 12/4/07

Date

Supervisor

Date

