

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 around client programming
- Knowledge of DDA 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

- Assist with and be prepared to lead monthly staff meetings
- Have oversight on Incident Reports, and ensure that effective follow through occurs
- Attend agency management meetings
- Coordinate and support inter-program scheduling of activities
- Will share on call duties with Program Manager and Program Facilitator
- Be an advocate for the agency, the program and its residents with the public

AGENCY SUPPORT

- Ensure agency wide consistency of program implementation
- Maintain accountability to the Program Manager
- Comply with all Board policies - recommend policy changes as needed for effective operation
- Assist in a monthly status report to the Executive Director and the Board
- Assume responsibilities as requested by the Program Manager and Executive Director
- Serve as liaison between staff and the management team.

PROGRAMS FOR RESIDENTS

- Monitor program plan compliance with Federal/State and local guidelines and agency values
- Assist in-house Case Managers to design and write Individual Instruction and Support Plans (IISP's)
- Assist Case Managers in monitoring effective implementation of IISP's
- Assist Case Managers in writing bi-annual Progress Reports to document progress on IISP's.
- Assist Case Managers in writing Person-Centered Plan Instructions
- Develop and write Functional Assessments and Positive Behavior Support Plans
- As part of an interdisciplinary team, which will include the Executive Director, Program Coordinators, Program Managers, and Facilitator, evaluate admission and dismissal of residents

PERSONNEL

- Develop and implement techniques for assessing and monitoring staff competency
- Develop and monitor staff orientation, training and enrichment in cooperation with the management team
- Ensure that all training requirements/certifications are met and submitted to the Executive Director
- Facilitate ongoing staff communication with each other and with the management team
- Enhance and monitor implementation of safety procedures

DIRECT SERVICE

- Will perform DSP duties as needed on a regular part-time basis
- Will perform DSP duties when on call in the event other staff cannot be brought in to cover absences

Revised 9/13/2024