



Creating Opportunities // Supporting Success

07/2010

Site Coordinators Job Description

Coordinators provide support to adults with medical and/or physical and developmental disabilities. We strive to help our consumers live happy, healthy, and fulfilling lives. Depending on the needs of the consumers, Coordinators provide assistance with living skills development, health maintenance and medication administration, personal care, and behavioral development.

Coordinators working under the direction of a Program Director and/or Manager provide services that enrich the lives of our consumers with an emphasis placed on creating an environment that encourages the consumers to experience a full life directly related to our mission of "Creating Opportunities/Supporting Success". Coordinators assist the consumers in participating in traditional daily and weekly activities such as shopping at the grocery store, going to movies and enjoying hobbies. Site Coordinator's also advocate for consumers to be fully integrated into community life.

Essential Duties and Responsibilities

Ensuring that the consumers receive the highest quality of support and services is the focus of the Coordinator. Peak Community Services has an uncompromising commitment to quality and integrity—employees are expected to perform their duties and responsibilities to this high standard of quality. Specific duties and responsibilities are as follows (not all inclusive):

Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.

Advocacy—Assists consumers with achieving personal goals; works on behalf of consumers to overcome barriers; helps consumers participate in activities of their choice; respects consumer's personal beliefs, choices, and interests

Health Maintenance—Provides care and assistance to promote good health; helps consumers receive medical care and communicates with medical professionals; administers medications according to physician instructions; records information regarding health events, conditions, and status; provides First Aid/CPR and seeks emergency medical care when needed

Personal Care—Supports consumers with eating, grooming, dressing, bathing, and toileting; assists consumers with their mobility including lifting them from a seated or lying down position, helping them walk and maintain stability

Life Skills Development—Supports consumers to develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, etc; teaches work-related skills and job preparedness; supports consumers in job search process and maintaining job performance; records progress on skill development and achievement

Behavior Development—Serve as role model and mentor, demonstrating the desired behaviors, and coaches the consumers using approved techniques and strategies; uses approved physical intervention techniques when they are necessary to protect consumers and others



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Operational Support—Maintains cleanliness of program area; provides transportation for consumers to their activities; completes tasks that are beyond the consumer's abilities; follows procedures for handling money

Professional Behavior—Acts in a professional manner and communicates effectively with others; completes all required training programs, at least 24 hours annually; attends required meetings.

Supervisory Responsibility - Responsible for interviewing, training and coordinating of schedules to provide required staffing in designated locations. Requires being on call for designated locations.

Financial Responsibility - Responsible for balancing and reconciling consumer checkbooks and petty cash on a monthly basis and required quarterly audits.

Required Knowledge, Skills, and Ability

Because of the essential duties and responsibilities of the Coordinator position, applicants for the position must: 1) be able to lift up to 60 lbs, be able to walk, bend, squat, turn at the knees, back, wrists and shoulders, and grasp with both *hands (in order to properly perform the techniques taught in CPR/First Aid, Client Intervention Techniques, and Lifting and Carrying Techniques)*; 2) be able to see and hear with or without correction; 3) be able to speak, read, and write English; 4) be able to complete the Peak Community Services training programs and successfully pass associated tests to meet competency requirements; 5) have basic computer skills including but not limited to sending and receiving e-mail, accessing web page, entering basic data and common use applications; 6) be able to complete all required paperwork and submit by required deadlines and timelines; 7) monitor production and quality control; 8) be able to pass a TB test; and 9) carry out other duties and responsibilities as assigned.

Working Conditions

While working as a Coordinator, employees may be required to deal with the following conditions: 1) Unconventional schedules—Peak Community Services operates programs and services 24/7, 365 days a year; 2) possible exposure to blood borne pathogens; 3) possible exposure to profanity, violent, and/or offensive behavior from the consumers.