

Title: Overnight Respite Program Coordinator

Hours expected: 40 hours/ weekly

Reports Directly To: Overnight Respite Director

Department: Overnight Respite

Created/Revised Date: Revised – March 2017

The Overnight Respite Program Coordinator assures the mission of Friendship Home “to enrich the lives of individuals with developmental disabilities and their families by providing quality respite care and support services in a safe and caring environment” is followed through.

Summary: The Program Coordinator assures a safe and caring environment for our participants in the Overnight Respite program and during activities on and off-site. S/he ensures that activities are productive and enjoyable for guests. S/he works with the Program Director to assure oversight of all aspects of program administration including ensuring that policies and procedures are followed and services are delivered consistent with the mission and vision of Friendship Home. S/he provides support, assistance, and instruction to adults with developmental disabilities in areas that facilitate their growth toward self-sufficiency and independence. S/he provides leadership and program supervision as directed in order to assure quality service delivery and positive individual and programmatic outcomes in accordance with individual goals and program strategic plans. The Program Coordinator is a role model for our guests, parents/guardians, community members, volunteers and staff in presenting a positive and cooperative attitude.

Essential Job Functions

- Represents the Friendship Home as the contact for booking respite weekends with parents and guardian by providing the highest level of customer service. Schedules overnight guests while adhering to proper ratio of staff to guests to ensure a safe environment for guests and staff members.
- Part of the on-call rotation along with Program Director and Respite Supervisor
- Assists in preparing medication administration records for respite weekends and extended stays, maintains program records including log notes, annual emergency forms, medical forms, and medication administration records, assists Program Director with monitoring and maintaining HCSIS online records
- Completes pre-check in with guests to ensure policies and protocols are met, medication orders are correct, and all documentation is up to date one week prior to each guests arrival
- Responsible for staff scheduling, keeps in mind budget considerations when scheduling staff. All overtime is submitted to the Program Director for approval
- Leads the team to assure that quality care of guests is consistent with Friendship Home’s mission, philosophy and agency policies.
- Assists guests with scheduling activities that are enriching, enjoyable, and an overall positive experience to those involved.
- Represents Overnight Respite Program at events as requested
- Appropriately delegates tasks to staff, volunteers, and guests assuring that respite services and activities are orchestrated in a healthy, productive, educational, and enjoyable manner
- Assures that requested documentation is complete in a professional and timely manner
- Informs the Program Director of incidents and situations following protocols
- Acts as Human rights advocate, ensures the human rights of guests are observed. Assists with surveying clients to ensure standard is met, assists with staff training on Human Rights policies and procedures
- Orients new members and staff to program. Appropriately trains staff on new guests individualized dietary needs, protocols and health and safety procedures

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- Schedules staff for appropriate trainings that are needed to support the diverse population served
- Assists to assure necessary supplies are purchased for the Respite Services within program budget as assigned

Professional Development

- Works closely with the Program Director to create annual goals that help to strengthen and develop the overnight respite program
- Actively engages in staff meeting and team discussions aimed at strengthening the program and positive communication among staff members
- Participates in regular supervision discussions with Program Director
- Meets or exceeds annual training requirements, attends recommended trainings and uses skills learned to train staff members

Essential Skills & Experience

The Program Coordinator has a demonstrated ability to serve and care for people with disabilities. S/he has an associates degree with a minimum of three years experience working with people with disabilities or comparable experience. In addition, he/she has the following skills and experience:

- Minimum of 3 years experience working with comparable population preferably in a leadership role.
- Flexibility with weekly work schedule
- Excellent verbal and written communication skills
- Certification or ability to be certified in First Aid/ CPR, medication administration (MAP), safety care and human rights advocacy training within 3 months of employment
- Valid driver’s license, with positive driving record, with ability to travel to meetings and transport participants as needed with own vehicle
- Ability to be accessible by telephone and email
- Basic computer skills including word, excel and email proficiency
- Experience with Department of Developmental Services/Department of Public Health medication policies and procedures
- Associates degree in human services or related field preferred

Physical Demands/Work Environment:

- Ability to lift at least 50 lbs.
- Ability to sit, stand, climb stairs, and move about without restriction
- Ability to drive for up to 3 hours
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Employee signature

Date

Supervisor signature

Date

*This job description does not include a complete listing of all the duties and functions of the position. Management reserves the right to assign other duties or projects as necessary.