



JOB TITLE: House Coordinator

QUALIFICATIONS:

- Must possess a Bachelor degree in a human services field or at least 3 years of Supervisory experience working with people with developmental disabilities in licensed care.
- Must demonstrate leadership ability.
- Must possess a minimum of intermediate computer skills.

HOURS OF DUTY:

Generally the House Coordinators will work Monday-Friday with rotating weekends and the ability to flex hours. This is 40-hour/week, full-time, non-exempt, benefited position.

RESPONSIBLE TO: Residential Manager

POSITIONS SUPERVISED: Lead Direct Support Professionals and indirectly supervise DSP's.

TYPICAL PHYSICAL DEMANDS: Frequent physical interaction with students in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint, as well as lifting and carrying students. Employee must be able to perform all essential functions without direct risk of harm to others or themselves.

SUMMARY OF POSITION: Provide management and supervision of assigned home and ensures that a meaningful and viable program is implemented that includes recreational activities, skill development on treatment and IEP plans, including proper implementation of all communication, behavioral, and domestic training. Assists with staff training in all areas requested. Evaluates staff performance and all operations within the home.

ESSENTIAL FUNCTIONS: See attached physical essential functions that are required to perform job.

KNOWLEDGE AND DEMONSTRATED SKILLS

- *Behave Ethically:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen, and write in a clear, thorough and timely manner using appropriate communication tools and techniques, including technology relevant to the position.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters. Utilize dignity and respect with Trauma Informed Care when working with individuals with developmental disabilities.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization.

House Coordinator

- *Make Decisions*: Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interest of the organization.
- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- *Plan*: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.

PRIMARY DUTIES & RESPONSIBILITIES

- Advocate for and ensure the safety of the individuals who live within the home.
- Monitor house and employees to maintain compliance with Chileda Policy and Procedures along with RCC and CBRF regulations and accreditation standards.
- Ensure respectful implementation of all house procedures for clothing, leisure time activities, mealtime routines, etc.
- Ensure mealtime guidelines are posted and meal data sheets are completed following DPI guidelines.
- Ensure house supplies are replenished by completing the weekly order form and complete purchase requests for house items not on the weekly order form.
- Facilitate afternoon meetings working collaboratively with other departments.
- Ensure the home is clean, orderly, in good repair, and stocked with necessary supplies.
 - Recognize, take immediate action when necessary, and report unsafe conditions.
 - Report maintenance needs to Shift Coordinator and Building and Grounds Manager.
- Participate in Core Team actively providing feedback regarding the PBSP and procedures. Follow appropriate channels for program and procedure change. Ensure information is communicated from Core Team meetings to all house staff.
- Ensure all forms, reports, and required documentation are completed on time to ensure compliance, including data, EIF's, IRs, and SIR forms, this may include personally reviewing student binders or assigning a designee to ensure required documentation is completed by staff prior to the end of their shifts.
- Attend and participate in bi-monthly Residential Team meetings.
- Lead monthly house meetings for all shifts.
- Know, train, understand, and follow all safety and emergency procedures. Participate in drills and other training procedures.
- Through direct supervision, modeling, positive reinforcement and corrective feedback ensure that all staff members are meeting the essential function expectations and ensuring student well-being, dignity, and safety.
- Ensure completion of employee performance evaluations with assistance from the Lead DSPs within the assigned time frame.
- Cover breaks for employees as needed.
- Work directly with students as needed.
- Ensure that staff to student assignment schedule is in place and posted at least 5 minutes prior to the beginning of designated shift.
- Ensure that program/support delivered and personnel actions are conducted in non-discriminating manner.
- Be able and willing to work with and train on all students living in assigned house as needed.
- Maintain training status for all students in assigned house.
- Be aware of and able to train and implement Individual Education Plan (IEP) and Treatment Plan goals.
- Ensuring all staff supervised are supporting and assisting students to achieve proper hygiene while teaching self-care skills to promote independence.

- Be knowledgeable of and prepared to use de-escalation techniques and implement emergency interventions as a last resort.
- Complete assigned duties to prepare for a new student arrival.

IN ADDITION:

- Ensure consistent use of TEACCH, Picture Exchange Communication System (PECS), Communication Boards/Books and other communication devices and methods.
- Help students become more independent in all facets of life by modeling and teaching social emotional skills, play skills, and independent living skills.
- Be able to fulfill supervisory duties in the absence of a Shift Coordinator.

Other

- Other duties as directed by supervisory, professional, or administrative personnel.
- Demonstrate and uphold the philosophy, policies, practices, and mission of Chileda.
- Exhibit sound knowledge of interventions used for PECS, TEACCH, social stories, positive behavior supports, and all other intervention strategies used to support student outcomes.
- Promote an active, positive, and professional attitude toward Chileda as seen by employees, administrators, families, outside professionals, and community members.
- Maintain professional and cooperative relationships with peers, Supervisors, families, outside professionals, etc.
- All other duties as requested.

Received By:

Employee Signature

Date

Employee Name (Please Print)