



# Phoenix Alternatives, Inc.

*Providing persons with developmental disabilities the resources they need to achieve success and build connections in the community.*

**Title: Designated Coordinator**

**Supervisor: Program and Vocational Directors**

**Position Purpose:** The Coordinator has regular and recurring responsibilities for taking actions necessary to facilitate the accomplishment of Phoenix Alternatives goals and objectives. To facilitate each consumer's identified needs as specified in the ISP under the guidelines of licensing standard 245B, Phoenix Alternatives, Inc. policies and all applicable rules and regulations. Is responsible for the supervision and training staff /volunteers working with P.A.I. consumers. And using effective and professional communication skills in order to facilitate working relationships in all venues.

Essential job functions noted below. (\*)

## **Job Responsibilities:**

### **Administrative**

- \* Regularly exercises discretion and independent judgment.
- \* Implements policies or general business operations of Phoenix Alternatives.
- \* Provides advice and counsel to administrative team relating to overall operations.
- \* Displays organizational skills that ensure ability to work effectively and independent of direct supervision.
- \* Manages the designated Funds Account.
- \* Tracks and provides data relating to program services to Director for county reports.
- \* Participates/or facilitates as assigned in the company Safety Committee.
- \* Identifies patterns in consumer incident reports / makes recommendations to reduce incidents.
- \* Assures consumer charts are accurate and in order per 245B / P.A.I. standards.
- \* Advises Director or President of needed equipment, supplies and repairs and makes purchases accordingly.

### **Area Management**

- \* Works with team members to ensure adequate daily staffing.
- \* Assures clean and hazard -free work environment.
- \* Promotes efficient day-to-day operation of site.
- \* Completes quarterly fire drills and yearly tornado drills.
- \* Assures all consumer paperwork is accurately completed within designated time frame.
- \* Assesses consumer needs as designated in the Individual Service Plan and by the team and in accordance with the requirements of 245B.
- \* Is knowledgeable of and assures P.A.I.'s procedures for reporting any accidents, incidents, and illnesses are followed.
- \* Follows up on requests made by team members.

(next)

## **Area Management (cont.)**

- \* Demonstrates professional written and verbal communication skills.
- \* Maintains a working knowledge of consumer's Individual Service Plans and ensures implementation of assigned directives through interrelated outcomes.
- \* Reads, signs, follows Individual Service Plans and notifies case manager of needed changes.
- \* Assures that outcome – based services are provided in response to the consumer's identified needs and self determination as specified in the Individual Service Plan and in accordance with the requirements of 245B.
- \* Maintains a working knowledge of consumer's Risk Management Plan, ensures plans are in place and followed by staff.
- \* Assures staff is trained and follows through on Risk Management Plans.
- \* Assures Risk Management Plans are developed in conjunction with residential, case manager and are signed by program staff.
- \* Improves services through incorporation of new methods.
- \* Acts as a resource for staff and provides support as necessary on consumer service provision.
- \* Updates records and staff on consumer specific changes / information as they occur.
- \* Provides support / direction to program staff in the development and implementation of behavior guidelines and behavior programs.
- \* Assures consumers are referred to needed therapies, and that there is follow through on recommendations/programs.
- \* Models age appropriate and respectful communication when engaging consumers.
- \* Facilitates effective communication systems for consumers.
- \* Maintains current knowledge on all medications and medical procedures administered.
- \* Uses and ensures proper transfer/lifting procedures/body mechanics.
- \* Assures proper equipment use by following all procedures/guidelines.
- \* Assures all equipment is kept in good working order and periodic safety inspections are conducted.
- \* Assists staff and consumers to assure consumer personal care needs are met.

## **Supervision / Training**

- \* Monitors employee time clock data.
- \* Monitors employee attendance and PTO.
- \* Assures completion of employee training records.
- \* Monitors employee injuries/ensures restrictions are followed.
- \* Understands agency goals and promotes employee support through example and challenge.
- \* Provides effective and timely performance evaluation, supervision, support, training and discipline as necessary for the staff assigned.
- \* Participates in the development and implementation of in-service trainings.

## **General**

- \* Follows all P.A.I. values, policies and procedures, licensing rules, related regulations and the Employee Handbook.
- \* Follows designated work schedule.
- \* Documents in-service training and turns in when requested.
- \* Leads/participates in committees as requested.
- \* Assumes additional responsibilities as requested.
- \* Follows established data privacy laws and procedures relating to all consumer and employee information.

(next)

\* Meets the following physical requirements of the position (75-80 hour employees).

Perform heavy lifting(between 50-80 lbs)	18-25% of the time
Perform light lifting (less than 50 lbs usually around 5 lbs)	18-25% of the time
Push/Pull persons who weigh between 100-150 lbs in wheelchairs	12-16% of the time
Stand to assist clients	18-22% of the time
Perform other duties such as sitting, occasional movement	25% of the time

**Note: reaching and squatting are involved throughout each and every day.**

The above physical requirements are averages; actual physical activity may vary from day to day.

### **Qualifications and Conditions of Employment**

1. Education: A Bachelor's Degree in Special Education or Human Services field and experience working in a DT&H.  
**OR**  
A Four year Degree in a field related to service provision and 1 year work experience.  
**OR**  
A Two year degree **AND** at least 2 years working with persons with developmental disabilities.  
**OR**  
A Diploma in Community-Based developmental disabilities services from an accredited post secondary institution **AND** has at least two years experience working with individuals with developmental disabilities.
2. Supervisory experience.
3. Familiarity with Consolidated Standards 245B requirements.
4. 18 years of age or older and pass a DHS Background study and maintain clearance to provide direct contact services.
5. Proficiency in Microsoft Word and Excel.
6. Demonstrate effective oral and written communication skills
7. Vehicle access, valid driver's license, valid car insurance.
8. Requirements when essential to drive a PAI vehicle: valid driver's license, meet PAI motor vehicle record standards (for insurance coverage) and permit driving record checks as needed, and be 21 years of age or older.

**Note: This job description is subject to change at the sole discretion of PAI.**

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

\_\_\_\_\_  
Designated Coordinator

\_\_\_\_\_  
Date

"AN EQUAL OPPORTUNITY EMPLOYER"