

## **PLEASANT VIEW, INC.**

### **Job Description**

**Job Title:** Program Coordinator                      Printed Name: \_\_\_\_\_  
**Classification:** Salaried/Exempt                      Signature: \_\_\_\_\_  
**Supervisor:** Program Director                      Date: \_\_\_\_\_

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#### **GENERAL KNOWLEDGE, SKILLS, AND ABILITIES**

- ❖ Education & Experience: Bachelor's degree with training or experience in supervision.
- ❖ Essential Functions include but are not limited to:
  1. Effective English-written and verbal communication skills.
  2. Proficiency in MS Word (word-processing) and typing, MS Excel, Money and/or basic accounting skills
  3. Ability to attend and pass required trainings.
  4. Ability to work independently and under supervision of Program Director
  5. Distribute medications to individuals following approved guidelines.
  6. Ability to access all programs and areas of the facility and adjacent outside property in a safe and timely manner.
  7. Ability to push, pull, bend, reach, walk, stand for extended periods of time, climb stairs, lift and stoop, and to assist an individual to move as needed.
  8. Ability to help lift an individual and to use mechanical lifts.
  9. Stay awake for duration of shift.
  10. Ability to consistently come to work and have good attendance.
  11. Ability to serve on administrative emergency on-call rotation.
  12. Ability to work varied hours to cover program needs.
  13. Possession of a current, valid driver's license for three (3) years with an acceptable driving record.
  14. Ability to adhere to all safety rules, policies and guidelines.
  15. Ability to become familiar with and uphold the philosophies, goals, and policies of Pleasant View, Inc. including HCBS.
  16. Ability to perform personal direct care.

#### **DUTIES:**

- ❖ Direct Care Duties:
  1. Protect confidentiality and rights of individuals at all times; reporting any concerns in these areas to the Program Director or Social Worker.
  2. Monitor delivery of daily supports and training for individuals keeping with goals of individuals and agency. Assure that program meets all applicable standards of care as defined by DBHDS licensure, federal and state regulations as well as all others applicable to each specific program (Medicaid Title XIX, Medicaid Waiver, CARF, and DSS). Report violations to the Program Director.
  3. Provide direct care (toileting, bathing, dressing, meal preparation, etc) and case coordination (quarterly and annual reports) support if needed. Assist in transportation as needed. Work with team to provide staff coverage. Assist in unforeseen crisis care of supported individuals, and general emergency assistance.
  4. Facilitate team effort in meeting all individuals' needs. Continually review and monitor with the team individuals' needs and progress through observations, written programs, and team meetings. Accountable for dissemination of reports, messages, changes, etc. to all team members.
  5. Serve as a contact between the program and individuals' family members. Maintain close contact with all concerned agencies (i.e. Community Services Board) and consultants as necessary.
  6. Serve as a contact/liaison between the residential/day program and each individual's residential/day placement or employment. Meet regularly or maintain close contact with residential/day placement personnel to ensure that optimum training or vocational situations are provided.

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7. Maintain oversight of individuals' health. Scheduling medical appointments as necessary. Ensure that all necessary health precautions are followed, including diet orders, and that any applicable medications are administered as ordered. Maintain individuals' medical records and PRN notes. Report individuals' incidents/accidents to Program Director and/or PVI Social Worker.
8. Oversee accurate and consistent notes on physical observations and care of individuals, medical visits, program data, preparation of monthly and annual report of program data, medical and behavioral events, and activities. Present report quarterly to Support Team for review. Maintain up-to-date information and data for each assigned individual in program.

❖ Supervisory Duties:

1. Interview, hire, and train new staff with the assistance and guidance of the Program Director.
2. Provide leadership for and evaluate performance of employees within the program. Ensuring that all staff remain current in required certifications. Coordinate agency orientation and all necessary paperwork with the Personnel Department.
3. Work closely with all facility staff (full and part-time) to ensure the delivery of quality services. Provide supports as necessary for staff, address conflicts and concerns that may arise. Serve as a staff contact with the rest of the agency, and disseminate any and all pertinent information, as well as encourage active interaction between the program staff and the other Pleasant View programs.
4. Conduct regular team meetings. Ensure all team members are knowledgeable of information shared at these meetings.
5. Attend monthly Supervisory Meetings as well as quarterly and annual individuals' plan review meetings.

❖ Administrative Duties

1. Schedule staff to ensure adequate coverage to meet individual and program needs providing coverage during staff shortages. Coordinate staff schedule changes. Maintain staff attendance records and absences/leave requests. Submit staff attendance records for payroll. Report employee incidents/accidents to Human Resources.
2. Maintain client Personal Fund Accounts. Ensure that all monies are deposited and bills are paid in a timely manner. Serve as signatory for each resident's checking account (as applicable). Provide the PVI Social Worker with all financial information necessary to maintain benefits (including food stamps if applicable). Make purchases of personal items on behalf of each individual.
3. Responsible to complete fire drills, time sheets, attendance tracking facility checklists, and transportation billing, et cetera.
4. Serve as liaison between the team and Program Director in administrative or programmatic matters which affect the team or the program. Assure efficient system for all messages reaching the entire team.
5. Support Pleasant View Inc.'s policies and procedures. Following the proper channels of communication and command.
6. Ensure the program facility, vehicles, and the contents of both are safe, clean and neat, and properly cared for at all times. Report any safety concerns to the Program Director.

❖ Other Responsibilities:

1. Participate with fundraising and other public relations events on behalf of the agency.
2. Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.