

Title:	ALIVE Coordinator
Hours:	Up to 40 hours per week
Wage Range:	\$31.25 per hour
Supervisor:	Program Services Manager
Exempt Status:	Non-Exempt

Job Summary:

The ALIVE Program provides day services, independent living, job development and job coaching services to individuals with developmental, intellectual and physical disabilities. Under broad supervision, the ALIVE Coordinator is responsible for general program supervision including scheduling, service development, supervision of staff, etc. Considerable client contact is required.

Supervisory Responsibilities:

- Oversees the ongoing operations of the ALIVE program.
- Assist staff in problem solving and service delivery
- Provide orientation of job duties and evaluation of job performance to new employees supervised
- Prepares evaluations for all staff supervised
- Ensures staff are familiar with fiscal and administrative policies and procedures
- Maintain effective communication with staff through regular meetings and personal contact
- Responsible for ensuring staff remains familiar with all emergency procedures for fire or other emergencies
- Responsible for ensuring all supervised staff remains aware of policy and procedure changes

Duties/Responsibilities:

- Responsible for day to day overall management of ALIVE including brainstorming solutions, providing input and advise, and dealing with problems in service delivery
- Accountable for working with Program Services Manager to ensure the program complies with all fiscal, administrative, and operational requirements as required by the funding sources
- Works with Program Services Manager to ensure high quality of services provided and high client satisfaction
- Provide effective leadership by being actively involved in programs and services
- Promote regular and ongoing opportunities for all staff to give feedback on program operations
- Submit bimonthly reports to Program Services Manager detailing program accomplishments, proposed changes, obstacles and financial data as requested
- Develop and implement long-range service goals for ALIVE
- Oversee planning and implementation of schedule for staff and consumers with input from both in interests
- Work with Service Coordinators of various agencies and/or families in the development and implementation of individual service plans
- Provide direct services as needed to consumers in Day Service, ILS, and employment services
- Develop yearly service survey for consumers and compile results of survey to evaluate services by ALIVE
- Develop and monitor staff training on teaching classes, ILS training, job development, job coaching, transition services and all direct support needs
- Work with the local school district regarding transitional services for students
- Advocate for consumers as needed
- Knowledge and understand of the Person Centered Approach relating to consumers
- Clear understanding of inclusionary methods and practices for consumers Work with Community Care Licensing as needed
- Prepare and maintain facility for California Licensing inspections
- Meet with consumers, staff, families, caregivers and community members for conflict resolutions as needed
- Responsible for ensuring program meets all State and Federal guidelines
- Ensure that all program activities operate consistently and ethically within the mission and values of PRS
- Attend meetings as needed/required
- Responsible for ensuring a safe working environment for staff and consumers

- Act as a mandated reporter of adult abuse while performing job responsibilities
- Other duties as assigned

Required Skills/Abilities:

- Excellent proficiency in Word, Excel, Google Workspace and Internet email
- Excellent proficiency in data entry
- Demonstrated abilities to learn to supervise staff
- Must be flexible and able to make quick decisions
- Must be able to train and support staff throughout the work day to ensure clients receive excellent service.
- Excellent writing and communication skills
- Ability to learn resources available
- Ability to earn CPR/1st Aid certification within first 30 days of employment
- Ability to pass Community Care Licensing and background clearance including fingerprints

Education and Experience:

- AA in human service field OR High school diploma or equivalent and 2 years' experience in a comparable position
- 3 years' experience providing independent living skills or community integration services to adults with developmental disabilities or similar experience
- 1 year experience supervising staff
- 3 years' experience providing motivational training to adults
- 2 years' experience with record keeping
- 3 years' experience providing case management and monitoring

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Some driving required to out of area trainings, meetings, etc.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.