



Where persons with disabilities develop their abilities

Position Description

Title: Program Coordinator
Supervisor: Residential Director
Schedule: Full Time: weekdays, with some weekends or nights, flexible hours as needed.
This position is exempt

Job Purpose: To oversee site staff and resident program plans

Qualifications: Minimum of a High School Diploma and at least 3 years' experience in the field of intellectual/developmental disabilities. All employees are subject to and must be able to pass a complete criminal background check.

Duties and Responsibilities:

- Supervise Residential Counselors and ensure appropriate staff coverage
- Participate in the Emergency On-Call Supervisor rotation
- Ensure compliance with State, County and Human Rights regulations
- Coordinate and oversee medically related needs and medication administration
- Assist with the weekly financial needs of the residents
- Work with Residential Director and other GHI Staff or Consultants to develop and implement programs, as appropriate
- Responsible for creating a weekly plan with the on-call team support and input; this plan incorporates all weekly needs for the houses and residents
- Coordinate all assessments as needed
- Develop and implement IPP with assistance of interdisciplinary team
- Review monthly data collection/frequency maintenance and assist QIDP in revising quarterly IPP objectives
- Assist with, monitor, and update activity schedules and coordinate resident social/recreational activities
- Facilitate staff training when requested
- Maintain contact with resident family
- Review quality of residential program delivery
- Ensure civil and human rights protection
- Maintain organized file system for resident records
- Assist Executive Director with property maintenance and needs
- Maintain effective communication with supervisor
- Maximize use of computer technology
- Other duties as determined by supervisor

The above information is a general description of job responsibilities, not necessarily inclusive of all duties that may be required.

To Apply: Email your resume and a cover letter detailing why you think you're a good fit for this position to info@gabrielhomes.org. Please put "Program Coordinator" in the subject line of the email.