



Job Description for Site Coordinator

A Site Coordinator (SC) is someone who works to empower and support the people we serve to achieve their goals and dreams. An SC is actively engaged as an effective and supervisory member of service and interdisciplinary teams to implement people's services plans and encourage people to make choices, decisions and plans that reflect people's personal interests. An SC is committed to providing services in a manner that reflects PFF's mission and vision.

Reports To:

Program Director/QIDP, Administrator, Nursing Personnel

Supervises:

Direct Service Professionals

Qualifications:

*High school diploma (or the equivalent) is preferred, however not required

*Must be able to pass a MN Criminal Background Study

*Must be at least 18 years of age

*Valid Driver's License/auto insurance is preferred, however not required

*Must have worked with developmentally disabled adults for at least one year and have shown good judgment and exceptional abilities

Typical Work Environment

Site Coordinator supervises a team providing support to individuals living in a single-family home or apartment building. Living and working spaces may be on multiple floors, with no elevator. Work will include time outside and local travel in an agency-provided vehicle, personal vehicle or public transportation. Working hours and schedules may vary and could include day, evening, overnight and weekend hours. Employees may be exposed to bodily fluids.

SITE COORDINATOR ROLE AND RESPONSIBILITIES

1. Promote quality of life and learning opportunities for each client.
 - A. Complete functional assessments for clients as directed by Program Director/QIDP.
 - B. Assure all objectives are implemented and documented.
 - C. Implement client CSSP and CSSPA.
 - D. Designate DSPs to complete reports as scheduled.
2. Provide supervision and support for Direct Service Professionals.
 - A. Orient, train, and direct DSPs in their job duties.
 - B. Assist in facilitating meetings as needed.
 - C. Complete employee performance evaluations.
 - D. Manage staff schedules.
 - E. Review and sign staff time slips.
 - F. Review, verify, and sign staff reimbursement forms.
 - G. Keep staff vacation/sick logs current.
3. Assure smooth operation of the home.
 - A. Supervise purchases and needed repairs, verify purchases and document that repairs have been made.
 - B. Manage housekeeping duties and schedule (if necessary).
 - C. Responsible for completion and documentation of quarterly fire drills.
 - D. Responsible for filing of yearly furnace and fire extinguisher inspection report.
 - E. Maintain first aid kits in home.



4. Implement applicable rules and procedures; maintain documentation required.
 - A. All applicable rules and regulations.
 - B. All documentation required by PFF.

Skills, Knowledge and Abilities

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the SC role effectively.

1. Have the passion, willingness and courage to make a difference in the lives of persons receiving services.
2. Have the commitment to supervise an effective team that is accountable, supportive and responsible to one another as well as the willingness and confidence to learn to work independently.
3. As a learning and evolving organization, each team member should have the willingness to embrace change in order to meet the needs of those we serve.
4. Ability to communicate effectively verbally and in writing using the English language.
5. Ability to implement and document services provided.
6. Ability to pass an in-home medication administration course for unlicensed personnel.
7. Ability to manage challenging situations if the need arises.

Additional Specific Tasks:

1. Maintain financial records for clients. Send copies of all financial transactions to guardians as directed by the CSSPA.
2. Assure that Incident, Emergency, and Vulnerable Adult (VA) reports are completed and submitted to the office in care of the Program Director/QIDP or Nurse as soon as possible following an incident, emergency, or vulnerable adult situation.
3. Communicate with RN or LPN on all client medical concerns.
4. Facilitate resolutions of grievances by clients or staff. Follow grievance procedure for unresolved issues.
5. Responsible for all other duties deemed necessary by the Program Director/QIDP or Administrator.