

JOB DESCRIPTION

JOB TITLE: Service Coordinator
DEPARTMENT: Adult Day Services
STATUS: Exempt
VERIFIED: November 2021
REPORTS TO: Site Manager



"I love the whole sense that everybody here has a common goal to change people's lives."

– Jessica G. Occupational Therapist

JOB SUMMARY:

The primary role of the Service Coordinator is to provide service coordination for clients in Adult Day Services, to include intake, scheduling, updating information, documentation, etc. The Service Coordinator is also responsible for acting as a liaison between all interested parties and communication with all as needed.

DUTIES AND RESPONSIBILITIES:

1. Responsible for facilitating and documenting all intake and discharge procedures.
2. Responsible for identifying client needs which may be addressed through other agency programs or other agencies and completing the appropriate referrals and follow-ups.
3. Responsible for updating and filing client information and annual forms in all client records.
4. Responsible for establishing and maintaining functional relationships with parents/guardians, caregivers, other agencies, residential facilities and community resources.
5. Document monthly case notes on all clients.
6. Responsible for updating Adult Day Services staff of any client issues, changes, etc.
7. Responsible for obtaining current medical, social, and psychological information, as well as, other pertinent information from available resources regarding individuals referred to the program.
8. In conjunction with client, parent/guardian, instructors and other agency personnel, is responsible for the development of annual individual program plans and their 6 month review.
9. Responsible for gathering necessary medical information needed to determine special health care need procedures and reporting the data to supervisor.
10. Responsible for writing and getting necessary documentation to develop individual care plans when needed.
11. Attend multidisciplinary team and other client related meetings as needed.
12. Responsible for noon medication administration.
13. Substitute in all program areas of programming as needed.
14. Responsible for data collection for daily and monthly program attendance.
15. Responsible for collecting and reporting accurate data for data management report.
16. Assist with transition for new clients, to include but is not limited to attending IEP meetings, transition meetings, scheduling transition times, and staff in-servicing.
17. Responsible to participate in planning meeting for program changes and development.
18. Attend staff meetings, in-service training and/or continuing education courses as required.
19. Participate in new staff on-boarding as directed by Director of Adult Day Services.
20. Assume responsibilities as assigned by Director of Adult Day Services.
21. Adhere to the agency safety policies and procedures.
22. Complete all return to program paperwork and staff training as needed.

EXPERIENCE AND SKILL REQUIREMENTS:

1. Bachelor's degree in social work, psychology or related fields or combination of education and experience.
2. Familiarity with community resources.
3. Experience working with adults who have severe and multiple disabilities.
4. Successful completion of background check and drug screen.
5. In order to support the safety, health, and wellbeing of our employees and the public we serve, and to meet federal mandate requirements, CP requires all employees to be fully vaccinated with a COVID-19 vaccine, except where a reasonable medical or religious accommodation can be granted. Upon hire you will be required to provide proof of your vaccination status.

"Clients and staff – they are all friends to me."

- Mark, client

ADA JOB ANALYSIS

Job Title: Service Coordinator Dept. Name: Adult Day Services Dept. # 10

Reports To: Director of Adult Day Services Date Verified: November 2021

PHYSICAL DEMANDS

<u>STANDING</u>	<u>Hours Per Day</u> <u>Duration</u>	6-7 <input checked="" type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>SITTING</u>	<u>Hours Per Day</u> <u>Duration</u>	5 <input type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input checked="" type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>WALKING</u>	<u>Hours Per Day</u> <u>Duration</u>	2 <input checked="" type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>LIFTING</u>		<input type="checkbox"/> Less Than 10 Pounds <input checked="" type="checkbox"/> 50+ Pounds	<input type="checkbox"/> 10 to 25 Pounds <input type="checkbox"/> Other	<input type="checkbox"/> 25 to 50 Pounds
		<u>Times Per Day</u> 20+ as needed	<u>Height</u> 3-4 ft	
<u>CARRYING (weight)</u>		<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ Pounds	<input checked="" type="checkbox"/> 10 to 25 Pounds <input type="checkbox"/> Other	<input type="checkbox"/> 25 to 50 Pounds
		<u>Times Per Day</u> 1	<u>Distance</u> 12 ft.	
<u>PUSHING (weight)</u>		<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ Pounds <input checked="" type="checkbox"/> Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchairs)	<input checked="" type="checkbox"/> 10 to 25 Pounds	<input type="checkbox"/> 25 to 50 Pounds
		<u>Times Per Day</u> 5	<u>Distance</u> 12 ft.	
<u>CLIMBING</u>		<u>Times Per Day</u> 7	<u>Distance</u> 2 flights of stairs	
<u>REACHING</u>		<u>Times Per Day</u> 10	<u>Distance</u> arm's length	

ENVIRONMENTAL CONDITIONS

Temperature: Normal room temp. High Locker Room Temp (80-85), Pool (92), Whirlpool (102), high humidity

Job Hazards: Closed toe shoes required, congestion in hallway due to wheelchairs

Machines/Equipment: Mechanical Lifts, computer, phone, photocopier

Noise Level: Above Normal office noise (large groups); client vocalizations