



MyLife Program Coordinator

Location: 1400 East 5th Avenue, Knoxville, TN 37917

Full-time / Salary: \$25,000 annually

Sertoma Center of Knoxville has been providing services to adults with intellectual and developmental disabilities in the Knoxville area for more than 50 years. We are currently seeking a **MyLife Program Coordinator**.

In this position you will lead a program that provides daily person-centered and appropriate activities to all Persons Supported to aid in achieving success through goals and objectives. Offer hands-on exercises/activities that help the person to develop more independence and a higher quality of life. Must keep accurate and detailed records for documentation notes and attendance records.

Requirements include:

- Bachelor's degree or certification in a related field of Health and Human Services.
- At least 2 years' experience with physical and/or intellectual disabilities.
- 5 years of verifiable work history.
- Ability to pass a pre-employment drug screen and criminal background check.
- Valid TN driver's license and a good driving record.
- Sight, hearing, mobility and strength needed to lift/assist persons supported (moderate to heavy lifting capabilities).

RESPONSIBILITIES:

- Works in conjunction with DDS and CC for the development of goals and objectives based upon Person Supported strengths, needs and desires.
- Ensure that objectives are met and that Persons Supported stay on task. Provide daily fun/interesting/meaningful projects and activities that are age-appropriate to assist engaging a Person Supported in participation.
- Develop creative tools to encourage Person Supported in learning new skills (vocational and independent living). And run programs with given information from DDS, CC or Recreation and Wellness Department.
- Carry out training plans in facility and community atmospheres; participate in community integration activities and in development of community support systems/natural supports.
- Provide the structure/routine necessary for maintaining appropriate behaviors and enhancing daily interactions. (i.e. room organization, set daily schedules, décor).
- Complete assessments, surveys, annual documents, monthly billing, monthly calendars, and other paperwork as needed.
- Work cooperatively with My Life Program Specialist- when applicable; give guidance and support.
- Provide pertinent information to the CC and DDS regarding progress on objectives and strengths/needs as applicable.

- Maintain proper documentation in TIMAS that may be applicable to each Person Supported, when appropriate. (i.e. Behavior Support Plans, Therapy Trainings, Goals/Objectives, Bowel Logs, Food Logs, Hygiene Logs, Activity Notes)
- Attend staff meetings, ISP/CE meetings, COS meetings, Outcome meeting, workplace trainings, etc. when scheduled.
- Maintain appropriate and acceptable workplace behaviors and appearance in facility and community settings.
- Always supervise Persons Supported and do not leave them unattended; maintain a safe environment.
- Provide assistance to all Persons Supported based on needs and desires with ADLs. (i.e. toileting, mealtime instructions, hygiene, etc.)
- Track inventory of equipment and supplies for program activities (i.e. snacks, art materials, office supplies, etc.) Alert supervisor as needs arise.
- Supervise and maintain aspects of meal program.

We offer a generous benefits package including medical, dental, vision and life insurance after 90 days, 401K after 1 year with up to 5% company match, and paid time off. Please apply today by submitting your resume and going to www.sertoma.com/careers to complete our online application.

We look forward to working with you!

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