



SERTOMA CENTER, INC.

ECF Staff

JOB SUMMARY: Responsible for documentation in member records according to quality assurance standards; assists with medical appointment transportation. Reports to ECF Coordinator. Responsible for assuring members are fulfilling all outcomes according to their program plan and provides transportation and support as needed. Where applicable assists with work skills, job seeking skills and independent living skills.

RELATIONSHIPS:

REPORTS TO: ECF Coordinator

SUPERVISES: n/a

WORKS WITH:

COO, Training Dept, Case Management, Day Program Community Coordinator and other departments as needed.

EXTERNAL RELATIONSHIPS:

Member parents/guardians, sister agencies, Quality Assurance.

QUALIFICATIONS:

EDUCATION: High School Diploma. Medication Certification preferred.

WORK EXPERIENCE:

5 years verifiable work history, DIDD or prior ECF experience preferred.

LICENSE OR REGISTRATION REQUIREMENTS:

Valid TN driver's license and good driving record.

PHYSICAL REQUIREMENTS: Sight, lifting, reaching.

RESPONSIBILITIES:

1. Transportation to community activities, medical appointments, job seeking, as needed.
2. Documentation according to requirements of program plan.
3. Provide supports to members as specified by the program plan.
4. Work with the ECF coordinator to assure members attend scheduled outings.
5. Attend staffings and interdisciplinary team meetings each month for individuals as required by ECF Coordinator.
8. Assist with behavior problems when needed.

9. Contribute to the "effort" of the Center itself by continually being alert to new concepts which could improve or enhance either your job individually or the collective functions of the Center.
10. Adhere to an acceptable level of professionalism to insure the maintenance of confidentiality and discretion necessary in the maintenance of member records.
11. Seek at all times to achieve a higher level of productivity both personally and for the Center.
12. Observe all Center routine with regard to work schedules, presence during working hours which conform to those of the Center, designated periods of break time, lunch hour, etc.
13. Perform any other duties as assigned by the COO or in compliance with ECF guidelines.

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