



SERTOMA CENTER, INC

COMMUNITY COORDINATOR

JOB SUMMARY: Responsible for developing and coordinating meaningful community participation and integration for the People Supported in the day services; Responsible for ensuring the completion of ISP outcomes, maintaining staffing ratios (at the Center only), and providing supports for the staff as well as People Supported; Responsible for ensuring that daily documentation supports service implementation and billing.

RELATIONSHIPS:

REPORTS TO: Director of Day Services

SUPERVISES: Day Staff at the Center/Community Specialists

WORKS WITH:

Case Managers, Recreation and Wellness Specialists, Employment Coordinator, Medical Department, and People Supported.

EXTERNAL RELATIONSHIPS:

Families/Guardians/conservators, general public, Independent Support Coordinators, and other external stake holders.

QUALIFICATIONS:

EDUCATION:

Bachelor's degree or equivalent experience working with people with developmental disabilities.

WORK EXPERIENCE:

Experience in working with people with disabilities

LICENSE OR REGISTRATION REQUIREMENTS:

Valid TN driver's license and a good driving record

PHYSICAL REQUIREMENTS:

Must be able to drive and physically supervise.

RESPONSIBILITIES:

1. Complete a daily schedule of Community Outings.
2. Consult with Community Specialists, Case Managers, Director of Residential Services, and Director of Day Services regarding progress and or problems for completion of community outcomes.
3. Attend planning meetings, Staff meetings, and COS Meetings as necessary. As well as any other committees and required meetings that arise.
4. Ensure that daily documentation entries are completed for community outings to validate service implementation and billing.
5. Coordinate compliance with outside entities (such as Mobile Meals) and complete all necessary forms as required for our association with such entities.
6. Maintain appropriate and acceptable behaviors.
7. Ensure that persons supported can engage in fun/interesting/meaningful projects and activities which are age appropriate, consistent with program plans, and personal outcomes.
8. Assist with monthly billing oversight. Forward Monthly billing information to the Director of Day Services no later than the 10th of each month for the previous month.
9. Recognize efforts as part of a team function of which all supervisory and administrative staff are members.
10. 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. Also, recognize that all efforts are to enhance

11. Adhere to an acceptable level of professionalism to ensure the maintenance of confidentiality and discretion necessary in the maintaining records of the People Supported.
12. At all times, seek to achieve a higher level of productivity both personally and for the Center and the Community Inclusion Program in particular.
14. Observe all Center routine regarding work schedules, presence during work hours which conform to those of the Center, designated periods of break time, lunch hour, etc.
15. Perform any other duties as assigned by the Director of Day Services and other directors.
16. Assist with behavior challenges when necessary.
17. Recognize all functions of the job are aimed to improve Quality Assurance and CQL accreditation compliance in all factor areas.

Initial: May 2012

Revised: January 2019

APPLY NOW