

Building Bridges Developmental & Community Services, Inc.

Job Description & Duties

Employee Name:		Date:	
Title	Adult Program Coordinator	Salary	To Be Determined
Location	Lonoke/Cabot	Category	Full-time
Department	200 ADU	Schedule	Bi-wkly
BBDCS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"			
QUALIFICATIONS			
1	Bachelor's Degree in a discipline relevant to the facility's programs and prior program management experience; LPN OR		
2	Two years of college & two years' experience in working with developmentally disabled;		
3	Satisfactorily pass drug screens, criminal background check, adult & child maltreatment check, FBI checks as required by BBDCS, DDS & DHS		
ESSENTIALS JOB DUTIES AND RESPONSIBILITIES OF SECRETARY			
1	New Admissions: coordinate by meeting consumers and family and secure information and signatures in admission packet; Prepares temporary IHP; schedule program conference within thirty (30) days; schedule therapy assessment as needed;		
2	Consumer's Team Meetings: Coordinate team meetings of family members, professionals, and case managers (if assigned) to implement procedures and programs that ensure regulation compliance		
3	Evaluation & Diagnosis: coordinate obtaining evaluations and diagnosis information and appointing a case manager/service coordinator if needed. Responsible for evaluating consumer's performance and update plans and methods at prescribed times.		
4	Prescriptions: Notify: consumer/ parent /guardian of prescription expiration; receive prescriptions and verify information is correct.		
5	Conference Schedule: schedule conference dates with Director of Adult Services, prepares conference paperwork and distributes to DSPs, send correspondence regarding conference notice to parent/guardian. Attend consumer conferences and assure paperwork is signed by consumer/parent/guardian and Director of Adult Services; Forward papers to physicians for signature; Replace old conference papers with current papers in consumer files.		
6	Advocate: Serves as the individual's advocate in assuring access to a wide range of services.		
7	Lesson Plans: Reviews lesson plans that reflect the activities and exercises to be engaged in by consumers for the total programming period based upon the IHP.		
8	Consumer Discharge: complete forms as needed for consumer discharge.		
9	Coordinate: off-site learning experiences on a regular basis.		
10	Document services that are needed by or recommended for the individual but do not exist within the individual's local community and works to develop the availability of these services by seeking resources for consultation, adaptive equipment and advocacy services.		
11	Consumer Rights: assures that personal rights of the individual's served are maintained, including freedom of provider choice, civil and legal rights.		
12	Acts as a liaison for recipients with professional services to include, but not limited to: waiver providers, doctors, public schools, case management agencies, counseling services, Human Services, nursing homes, retirement centers and other DDS agencies.		
13	Consumer File: file paperwork in consumer file which includes dailies (to be filed by the 15 th of each month), objective changes, objective target dates each quarter, quarterlies, field trip releases, and other data.		
14	Staff Supervision: supervise DSP [direct care staff professionals] (full-time, part-time & volunteers)		
15	Staff Evaluation: evaluate job performances of supervised staffing annually or as needed		
16	Office Duties: Assist in answering phones, relaying messages, in classrooms when needed and help classroom DSPs with paperwork, and		
17	Adhere to BBDCS's HIPAA Policy regarding privacy and security of protected health information (PHI)		
18	ALL OTHER ASSIGNED DUTIES		
JOB COMPETENCIES TO PERFORM THESE SKILLS SATISFACTORIALLY			
1	Self Management: Works with minimal supervision, manages time effectively, maintains control of all current assignments and responsibilities, and ensure proper follow-up, is versatile and flexible with change.		
2	Effectiveness as a team player: The degree to which one works effectively and cooperatively with other workers and departments to achieve organizational goals. The degree of responsiveness to organiational needs. Demonstration of teamwork in the facilitation of workflow.		
3	Consumer Services: The ability to develop and maintain consumer and public relationships, knowledge and support of BBDCS's core values, mission, and belief statements, maintains a positive image in support of BBDCS to consumers and the public.		
4	Knowledge & Skills: Understanding and knowledge of polices, procedures, and facts relevant to the position. Demonstrates technical expertise and skills required. Will request training as needed and a willingness to share knowledge with peers to better serve consumers, families, and comunity.		
5	Quality of Work: The degree of accuracy, neatness, thoroughness and consistency in work produced. Shos attention to details and has a high level of department standards with minimum error.		
6	Productivity: The degree to which one produces the required amount of work within the required timeframe. Is punctual and ready to begin work on time and is flexible with PTO schedule to provide adequate job		

A	LANGUARE SKILLS -ability to speak, read and communicate the English Language, read and interpret documents such as safety rules, operations manual, handbooks, reports, correspondence, files, etc. Must speak effectively before groups of consumers, employees, and other groups as needed.
---	--

B	MATHEMATICAL SKILLS: ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
C	Reasoning Ability: Ability to apply commons sense understanding to carry out instructions furnished in written, oral, or diagram form and deal with problem solving several concrete variables in standardized situations.
D	Other skills or abilities: Must have a comprehensive knowledge of behavior modification methods, the ability to analyze consumer problems and behaviors and understanding of operational procedures and the ability to help consumers work through problem solving.
E	Physical Demands: this described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties the employee is required to stand, walk, sit, use hands to fingers, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
F	Work Environment: the work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. The noise level in the work environment is usually moderate.