

FAMILY & COMMUNITY SERVICES, INC.
JOB DESCRIPTION

POSITION TITLE: Habilitation Coordinator

DEPARTMENT/PROGRAM: MASCO, Inc,

REPORTS TO: Director of Community Supports

SCHEDULE: Full-Time, Monday-Friday, Work schedule will vary depending on customer schedule.

GENERAL STATEMENT OF DUTIES:

The Habilitation Coordinator is responsible to address and coordinate a wide variety of issues related to service planning, service delivery and special challenges through a person-centered approach, working for the satisfaction of the individual with their involvement in Adult Services. Personal development leading to community inclusion for individuals served is the framework that drives performance of responsibilities and duties in this position.

ESSENTIAL RESPONSIBILITIES:

1. Develop, monitor and assure the implementation of the day program section of the Individual Service Plan (ISP). Observe activities and strategies related to the outcomes in the ISP being implemented and documented. Note strengths, issues, concerns, successes and work with staff to address issues.
2. Participate in team meetings and other scheduled meetings. Develop ideas and strategies regarding the outcomes and activities in the ISP based on knowledge and information about the individual.
3. Provide training and technical assistance for direct service staff, including but not limited to what is "important for" and "important" to the individual. Provide staff training on the ISP in accordance with applicable rules and document training.
4. Assure health and safety of individuals served. Provide information and training for direct service staff regarding medical supports behavior supports, general safety issues and other related information.
5. Representing the organization, serve as primary point of communication with families, residential providers, SSA's, and other providers of services as necessary and beneficial to the individual.
6. Learn Medicaid rules and company policies that govern program operations and funding. Perform job-related functions in compliance with applicable rules. Assist staff with their understanding of rules and policies and address their questions related to them. Observe day to day operations and address any concerns related to rules and policies with immediate supervisor
7. Complete the intake process for new individuals coming in to the program. Assure proper communication with all internal departments to assure all relevant intake procedures are addressed.
8. Assure opportunities for community participation for individuals served. Opportunities offered are to be based on the interests and skills of each individual. Encourage and support self-advocacy and self-determination.
9. Assure accurate and timely documentation of services delivered. Meet deadlines set by policies, procedures and management directives.
10. Participate in program audits and compliance reviews. Assist and support all compliance efforts. Bring observed non-compliance to the attention of immediate supervisor.
11. Develop rapport and work collaboratively internally and external to the organization in the completion of all responsibilities of the position.
12. Develop and maintain positive working relationships with individuals served, families, SSA's, other providers and staff and management of the organization.
13. Complies with agency policies and procedures, COA regulations, federal and state requirements, and educational/certification/registry requirements.
14. Other duties as assigned

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QUALIFICATIONS:

1. Must be familiar with and have a working knowledge of applicable rules of the Ohio Department of Developmental Disabilities (ORC and OAC), HIPAA regulations, and internal organizational policies and procedures.
2. Recommend equipment, supplies and materials needed to implement outcome-related activities.
3. Perform other duties and responsibilities as assigned.
4. Accurate and timely documentation, note taking skills and attention to detail are requirements of the job. The success of the position-holder and the organization is dependent on these skills.
5. Two years related experience is preferred. Creative problem solving skills, training and support skills, ability to see issues that need to be addressed and find and implement solutions, skill in coordinating the efforts of people to accomplish a goal. Excellent communication skills required. Knowledge of coordinating services, monitoring services, summarizing data, psychological and behavioral supports, person centered program plan content and design including outcomes and relevant activities.
6. High school level math, writing and spelling skills are required.
7. Must be able to grasp the culture of a business environment, assess what is required for an individual served to succeed in the environment and provide individualized support leading to success.
8. Bachelor's degree in a related field preferred.
9. Must be able to meet all required credentials as determined by the Ohio Department of Developmental Disabilities. Valid driver's license required. New employee training and continuing education thereafter required.

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS:

High school diploma.

PHYSICAL REQUIREMENTS:

Position holder must be able to stand, walk, lift and move objects. In the performance of these functions, the employee must be able to stoop, bend, twist and crouch. Vision, hearing and speech are required to the extent the employee must be able to understand communication and provide communication regarding duties and responsibilities outlined in this job description. The employee must be able to move and respond quickly when immediate needs of individuals served must be met.

Employee Name (please print)

Date

Employee Signature

Revised Date: 02/26/2018