



## Program Coordinator *Job Description*

**Job Classification:** Exempt, Full-time

**Work Schedule:** As negotiated in employment letter

**Reporting Relationship:** Residential and Day Services Manager

### **Primary Accountabilities:**

The primary function of the Program Coordinator is to support Capper Foundation's Adult Services purpose by directly supervising Direct Support Professionals providing services to persons with physical and/or developmental disabilities. The Program Coordinator supervises the implementation of supports for persons supported by Capper Foundation.

### **Major Duties:**

- Oversees the implementation of individualized supports for persons with disabilities.
- Supervises direct support professional staff which provides supports for persons with developmental disabilities; directs staff, ensures support is appropriate and resources are used efficiently.
- Ensures staffing coverage for first and second shifts Monday through Friday for their assigned home.
- Maintains accurate and detailed records of staff movement, overtime usage, PTO usage, weekly schedule, and call in notifications.
- Approves/disapproves requests for time off.
- Maintains staff by interviewing, selecting, orienting, and assisting in the training of employees.
- Conducts site visits to individual homes of persons served; monitors supports provided as well as evaluate the cleanliness of the home and those adequate meals are being provided.
- Administers personnel policies, completes evaluations and performance goals; administers appropriate disciplinary action including counseling statements.
- Schedules staff coverage for persons served; ensures staff schedule supports billing structure goal.
- Maintains time cards for staff; approves and/or denies leave requests submitted by staff.
- Maintains required records and data on persons served.
- Assesses the needs of persons served; assesses care given, the type of care that is needed, identifies gaps and recommends solutions.
- Establishes and maintains relationships with agencies in Cowley and Butler counties that are providing supports to the same individuals as Capper to ensure continuity of supports.
- Provides on-call support as scheduled.
- Provides direct support services as needed.
- Plans and administers budgets and manages the day-to-day budget for persons served.
- Participates in management staff meetings and attends other meetings as required; provides information on agency services, requirements and procedures, as well as information on what needs to be done to meet requirements.
- Performs all other duties as assigned



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**Qualifications:**

- High School diploma or GED equivalent required.
- Three (3) years prior experience working with adults with intellectual/developmental disabilities preferred.
- Previous supervisory experience preferred.
- Must have a valid Kansas Driver's License with an acceptable driving record.
- Read, write and speak fluent English.
- Must be able to pass background checks and drug test per agency procedures.
- Knowledge of Microsoft Office and ability to learn agency specific software required.

**Training Requirements:**

- Must complete and maintain certain trainings to maintain employment, including, but not limited to: CPR, First Aid, MANDT, Medication administration (College of Direct Supports), Blood Borne Pathogens (College of Direct Supports) and Abuse, Neglect and Exploitation (College of Direct Supports).

**Physical Demands:**

- May be required to lift, carry, push or pull up to 50 pounds
- Frequently bend, stoop, kneel, crawl, walk, and respond to aggressive behavior with prescribed techniques
- May involve sitting for brief periods of time

**Work Environment:**

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature                      Date                      Supervisor Signature                      Date