

# Designated Coordinator

## Job Description

<b>Reports To:</b>	<b>Direct Reports:</b>	<b>Telework Eligible:</b>
<b>Employment Status:</b>	<b>Classification:</b>	<b>Benefits:</b>

## POSITION SUMMARY

The Designated Coordinator is responsible for coordinating service delivery and evaluation of each client served under the 245D Services program.

## ESSENTIAL JOB FUNCTIONS

- Ensure the operational process of Direct Support Professional (DSP) services is efficient and meets client's needs
- Oversee the client's support plan and support plan addendum
- Provide instruction and assistance to Direct Support Professionals in implementing the support plan and service outcomes.
- Provide direct observation of paraprofessional staff and assessing service delivery is sufficient.
- Evaluate the effectiveness of service delivery, methodologies, and progress on the client's outcomes based on measurable and observable criteria
- Determine if potential clients qualify for programs offered and secure necessary paperwork
- Oversee the referral intake process for the office, including coordinating with outside partners to coordinate service, developing plans of care, conducting visits in the home, and ensuring quality service is provided to client
- Resolve any concerns client or case manager may have with performance of services being provided
- Assist in recruiting and placing paraprofessionals, including compatible staff with clients
- Coordinate paraprofessional training for new and existing staff, and communicate with staff regarding performance
- Input employee and client data into electronic systems, ensuring information is entered timely and accurately
- Assist with QP visits as needed
- Performs other related duties as necessary or assigned

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### QUALIFICATIONS

The Designated Coordinator must minimally have:

1. a baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
1. an associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
2. a diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; or
3. a minimum of 50 hours of education and training related to human services and disabilities; and four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications identified in clauses (1) to (3).

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0%	0-33%	34-66%	67-100%		0%	0-33%	34-66%	67-100%
Lift/Carry: 0-10lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 0-25lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 11-20lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 26-50lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 21-50lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 51-75lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 51-100lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 76-100lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend 60°	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twist/Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stand/Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overhead Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder/Stair Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotate Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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### SKILLS AND ABILITIES

The skills and abilities checked below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<input checked="" type="checkbox"/>	Excellent verbal and written communication skills	<input checked="" type="checkbox"/>	Excellent interpersonal and customer service skills
<input checked="" type="checkbox"/>	Organizational skills and attention to detail	<input checked="" type="checkbox"/>	Time management skills
<input checked="" type="checkbox"/>	Proven ability to meet deadlines	<input checked="" type="checkbox"/>	Strong analytical and problem-solving skills
<input checked="" type="checkbox"/>	Prioritize tasks and delegate tasks when needed	<input checked="" type="checkbox"/>	Act with integrity, professionalism, confidentiality
<input checked="" type="checkbox"/>	Proficient in Microsoft Office Suite	<input type="checkbox"/>	Proficient in advanced math/accounting
<input type="checkbox"/>	Bilingual:	<input checked="" type="checkbox"/>	Ability to deliver presentations

I have reviewed this job description and I understand the outlined job duties and responsibilities. I am able to perform the essential job functions above. I understand that my job may change on a temporary or regular basis according to the needs of the Company without it being specifically included in this job description. I understand that if I have any questions about the job duties for this role, I will reach out to my supervisor or Human Resources.

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Employee Signature

Date

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Supervisor Signature

Date