

## The Arc Carroll County, Inc.

**POSITION TITLE:** Program Coordinator – Community Employment / Vocational and Day

### **OVERVIEW:**

The Vocational and Day Program and Community Employment Program strive to maximize independence while building on individual strengths, abilities, preferences, and interests. The Vocational and Day Program provides instruction, training, supervision, and support to people participating in the program at The Arc Carroll County in compliance with individual goals and objective as specified in the Person-Centered plan (PCP). The Community Employment program helps individuals find employment and provide supports necessary to ensure vocational success. Both departments work together in a continuum of supports.

Program Coordinators provide for overall coordination of the program: Supervising Vocational and Day Program Specialists and/or Employment Specialists. Coordinators engage in case management, ensuring that individuals served in this program are engaged in a variety of activities adhering to an *Employment First* philosophy promoting employment, positive growth, meaningful activities, education, and socially valued roles in the community. Coordinators ensure the program provides person-centered support and positive outcomes. The program offers training and job coaching in job readiness skills, job exploration, job retention practices, social skills, health and wellness, continuing education, self-care, individual rights and self-advocacy, math, reading, safety, and community access skills.

In addition, Coordinators help individuals find employment and provide individualized supports necessary to assure vocational success in the community. The Vocational Program assists individuals in three phases of work: *job development*, *intensive supports*, and *follow-along*. Job development and exploration begins in the initial phase. Once employment is secured, individuals work in *Individualized Placements*, *Groups* or *Enclaves*, and as *Entrepreneurs*.

### **QUALIFICATIONS:**

1. Bachelor's degree in Counseling, Psychology, Education, Sociology, or Vocational Evaluation, or equivalent combination of education and experience. Master's degree is preferred.
2. One year of professional experience working with persons with developmental disabilities or experience in human service field. Previous experience in coordinating human service programs preferred.
3. Completion of CPR, First Aid, and other Developmental Disabilities Administration (DDA) and Arc required trainings with application of learned principles and skills to the job.
4. Intermediate to advanced word processing, spreadsheet, and database management software skills.
5. Valid driver's license with no more than 2 current points on record.
6. Clean drug screen and criminal record (The Arc provides programs, services, and direct care to vulnerable adults).
7. Complete ACRE training and attain CESP certification
8. Full COVID-19 Vaccination required

### **ESSENTIAL FUNCTIONS:**

1. Educate staff on of *Employment First* strategies while incorporating the Arc's Person-Centered Career Planning Process in the areas of:
  - a. Discovery: Gathering information about the individual and forming an *Action Plan*.
  - b. Job Preparation and Exploration:
    - i. Assisting with resume building, job applications, and skill assessments, including *Community Based Vocational Assessments* (job sampling).
    - ii. Mentoring of Employment Specialist staff.
  - c. Pursuit: Exploring vocational opportunities in the community in *Job Development*.

- d. Employment: Assisting Employment Specialists on coaching duties
  - e. On-going Support: Monitor *stabilized* individuals and assist Employment Specialists with job maintenance strategies and recordkeeping strategies.
2. Provide supervision, direction, performance feedback, and evaluation of staff, in-house & off site.
  3. Engage in performance management and counsel staff, as necessary. Maintain a presence among staff and individuals served on a regular basis. Mentor, train and educate staff.
  4. Demonstrate fiscal responsibility with program budget.
  5. Advocate for individuals on caseload assuring quality services (both programming, transportation).
  6. Provide direct supports, as necessary, including transportation.
  7. Develop PCPs, attend all team meetings, assuring facilitation.
  8. Implement and document PCP progress toward goals for each person on caseload quarterly, annually, and when significant changes occur.
  9. Ensure staff members complete all paperwork as required including Progress Notes, PEC data, Incident Reports, Seizure Logs, Weight Logs, and Behavior Tracking.
  10. Manage staff utilization of online company resources such as Paylocity, iCareManager, and Relias, ensuring that all staff are properly trained on each system and using them effectively. Work with Training Manager to ensure all Relias trainings are completed on time.
  11. Monitor and provide oversight of lesson plan development and instruction to people participating in the program as outlined in the PCP, maximizing independence.
  12. Ensure individuals are engaged in meaningful activity throughout the day.
  13. Oversight of implementation of individual's daily schedule, enhancing habilitation and community integration.
  14. Utilize the payroll/HR system to approve employee hours and update scheduler weekly.
  15. Act as an agency liaison communicating progress, concerns, and needs of individuals to families, caregivers, and other authorized persons or agencies participating in the Interdisciplinary Team.
  16. Implement and track Behavior Support Plans as necessary and assist staff on developing strategies for challenging behaviors.
  17. Ensure daily attendance and other attendance incidents are recorded.
  18. Assist in job development. Design natural supports when appropriate to maximize independence.
  19. Attend departmental meetings and training seminars as required.
  20. All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

1. Ability to lift/manipulate at least 50 pounds frequently with ability to lift, carry and/or exert force in excess of 100 pounds of force occasionally.
2. Ability to withstand prolonged periods of standing and frequent bending, stooping, reaching, pulling, and pushing required: Including lifting a wheelchair and repositioning an individual.
3. Ability to transfer individual from a chair to vehicle, bed to chair. Ability to position individual on a sling or Hoyer lift. Adherence to wheelchair securement procedures when transporting.

### **WORK ENVIRONMENT:**

Normal well-lit office environment where there is no physical discomfort due to extreme temperature, dust, noise, and the like.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all requirements. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*

*The Arc Carroll County strives to be a model of inclusion. We engage all people with dignity and respect. We believe that bringing diverse individuals together is essential to effectively address the issues that face current and prospective partners. We are an EEO employer.*