

Family and Independent Living Coordinator

Company: The Arc Baltimore

Location: Baltimore, MD

ABOUT US

Dedicated to providing advocacy and high quality, life-changing supports since 1949, The Arc Baltimore supports more than 6,000 adults and children with intellectual and developmental disabilities and their families living and working in Baltimore City and Baltimore County. With an annual budget of \$50 million and approximately 950 full and part time employees, dedicated staff provides services at six day locations and 100+ owned and leased residential sites located in the Baltimore metropolitan area. With a focus on employment, we partner with over 140 companies to employ or host interns.

As one of the nation's largest and most respected organizations of its kind, The Arc Baltimore is an indispensable resource, providing employment training and support, day and residential services, family support and education, treatment foster care, assistive technology services, respite care, public policy advocacy, and information and referrals.

Visionary leaders who want to work in a face paced, diverse and passionate environment among people truly committed to supporting people with IDD in their communities, should apply!

Learn more about us at www.thearcbaltimore.org.

DESCRIPTION

This position is a professional management role tasked with implementing the Mission of the agency in a manner that embodies the agency's Core Values for and with supported individuals, their families, friends and other members of their developing social network.

The employee in this position is responsible for the management of a Personal Supports (PS), Family Support Services (FSS), Individual Support Services (ISS), Shared Living, Supported Living and DDA funded Respite for both children and adults and their families/caregivers. This position may also include some community education, support groups and other outreach type functions as needed.

DUTIES & RESPONSIBILITIES:

- Ensure that supported individuals have real lives that reflect a high quality of life and well-being in which they progress in achieving and realizing their dreams, aspirations and desires primarily by coordinating and implementing the Person-Centered Planning process, but also in all work done in support of individuals and their families.
- Ensure that supported individuals have opportunities to develop meaningful and intimate relationships other than with family members and/or paid staff and receive assistance, modeling, coaching and support in doing so.
- Ensure that supported individuals have opportunities to develop membership in social groups and communities and receive assistance, modeling, coaching and support in doing so.
- Ensure that the health and safety needs of supported individuals are met consistent with COMAR regulations, Medicaid Waiver regulations, accreditation standards and agency policies and procedures. Maintain familiarity and expertise with state and federal regulations regarding DDA funded supports for children and adults.
- In collaboration with the CCS and team, assist in the development of the Person-Centered Plan to verify accurate documentation of services and scope. Ensure services are then provided as outlined. Call interim team meetings when changes are needed and request appropriate funding.
- Oversee training and compliance of EVV (Electronic Visit Verification) with all staff providing support to personal support individuals.
- Assist the Director of Community and Family Living in developing service funding plans for new referrals, participate in interviews and home visits as needed.
- Oversee and coordinate nursing case management as appropriate.
- Hire, train, coach, manage, supervise, and develop staff.
- Work cooperatively with intra and extra agency professionals and stakeholders to implement the agency's mission.
- Ensure accurate and timely input of data and information into the agency's database, including but not limited to: iCM, Kronos, and EVV.
- Manage the scheduling of work shifts and to ensure they are paid for time worked in compliance with Department of Labor regulations by using the agency's time-keeping system.
- Oversee hours worked and ensure compliance with budget and DDA funding.
- Ensure adherence to budget for all services under scope of supervision.
- Be available to individuals and family members served by the department in the case of emergencies to provide support and guidance and at times, in person response.
- Attend all meetings and trainings as required.
- Participate in agency committees and work groups.

- Participate with community partnership meetings as assigned.
- Work with the development team to market & provide supplemental supports like: Parent's Day Out, Parent Support Groups, Sibshops, Holiday Assistance, Share Baby, Food Pantry, etc. (specific assignments determined with entire department staff having a role)
- Assist with agency fundraising and other events.
- Complete other job duties as assigned by supervisor.

EDUCATION & EXPERIENCE:

- A Bachelors degree in Social Work, Psychology, Special Education or a related field is preferred. High School Diploma is required.
- A minimum of two years working in the field supporting people with Intellectual and Developmental Disabilities is required.
- Case management and supervision experience strongly preferred.

WORKING CONDITIONS:

- Some evenings and weekends required.
- Must have access to a personal car to conduct agency business, including the transportation of supported individuals.
- Some lifting up to 50 lbs.
- To be available during scheduled work hours by use of a personal cell phone, the number of which is shared with the agency.

Interested applicants may apply online at:

<https://www.thearcbaltimore.org/about/join-our-staff/>