

EMRI, LLC

"Elevating all Members to Realize their Independence"

Residential Program Coordinator- Job Description

PRE-EMPLOYMENT QUALIFICATIONS:

- Required to drive and meet state requirements for transporting Individuals this will be a must, no exceptions.
- Satisfactory criminal background checks (BCI & FBI)
- High school diploma or equivalent/ higher education recommended, however, not required
- Minimum of one-year experience working with Individuals with Developmental Disabilities, Managing, and/ or Office Administrator or Receptionist
- Strong communication skills and the ability to work in a stressful environment while maintaining a positive attitude
- Must be able to multi task and the need for strong computer skills is essential
- Professional demeanor is a must

Responsibilities:

Residential Program Coordinator is to report to work on all scheduled days, on time. Residential Program Coordinator directly reports to and complete assignments and directives given by:
Jessica Servo and/or Maurice Whyte

Residential Program Coordinator primary responsibilities include, but are not limited to:

- Checking residential documentation weekly and completing the weekly skills check reports for each staff
- Weekly visits that are documented to each Individual's residence
 - A. Checking the amount of groceries
 - B. Checking that everyone has hygiene items
 - C. Making grocery list and menus when applicable
 - D. Ensuring Health and Safety (are smoke detectors present and operable, are behavior supports being followed, are there restrictions in the My Plan, if so, are they being followed, ect.)
 - E. Working at each residential location a total of 16 hours per month, per location, which you will document and track and turn in monthly to Jessica
 - F. Update MAR's as needed
 - G. Ensuring all Individuals are seeing their Dr.'s as stated in the My Plan and/ or as required for each Individual, tracking all Dr. appointments for each Individual on a spreadsheet

H. Ensuring staff are completing all behavioral reports (ABC charts, incident reports), you are required to turn in all behavioral documentation to the main office in a timely manner.

- Keeping all documentation neat and orderly
- Reviewing UI/ MUI logs and any behavioral reports on a monthly basis
- My Plan meetings
- Training all residential staff initially as well as when/ if there are changes and or updates to the My Plan, Assessment and/ or Behavioral Support Plan as well as new medication or change of medication training(s)
- Ensure Behavioral Support Plans are being followed as required in the plan
- On-Site trainings with all residential staff
- Present skill developments and or disciplinary actions to staff
- Random medication skills check which you will document, with each staff person (each staff should be observed 2 times per each calendar year)
- Host mandatory residential staff meetings every 6 weeks at minimal
- Answer high volume of emails and calls and maintain a rapid response rate. Log information on emails and calls received, where required and maintain detailed and accurate records.
- Interview each Individual at least annually to ensure they are satisfied with EMRI services
- Type and word-process various documents and electronic information. File date and perform other routine clerical tasks as assigned and for other departments as needed.
- Operate a variety of standard office machines, including a personal computer and a variety of computer software, phone, fax, calculator, shredding machine and photocopy machine, create documents when needed.
- Communicate and liaise verbally and/ or in writing between staffs and higher ups. Required to respond clearly and effectively based on EMRI Policy and Procedures. Establish and maintain effective working relationships with Supervisors, Administrators, HCDDS Personnel, Co-Workers, and Individuals we serve.
- Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups. Research and investigate information to enable strategic decision-making by others.
- Maintain regular consistent and professional attendance, punctuality, personal appearance (which adheres to EMRI Policy and Procedures). Pursue personal development of skills and knowledge necessary for the effective performance of the role.

By signing you are excepting this position and agree to adhere and abide to all job responsibilities/ duties outlined.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Maurice Whyte- CEO	Jessica Servo- Administrative Director	Date

