

## Residential Coordinator

Classification: Salary, Exempt  
Reports to: Site Manager  
Location: Hermiston / Milton-Freewater / Pendleton (circle one)

### Job Description

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#### Objective

Assure provision of assigned aspects of 24-hour support services to individuals with intellectual or developmental disabilities in group homes and supported living settings, including: assisting in maintaining a clean, safe living environment; meal preparation; and supervising, training, and assisting the individuals in various aspects of their lives. Assure development and implementation of Individual Support Plans (ISP). Assure compliance with Licensing rules. Provide supervision and oversight for Direct Support Staff.

#### Essential Responsibilities and Duties

##### Medical

- Demonstrates knowledge of Horizon's medical procedures.
- Monitors for accurate and appropriate dispensing of medications and treatments on Medication Administration Record and assists with dispensing as needed.
- Assures appropriateness and accuracy of all medical documentation and necessary follow up.
- Provides oversight of medication delivery, dispersal, and check-in.
- Disposes of controlled medications as needed and per company policy.
- Notifies supervisor of any unusual or serious medical issue and involves nursing as appropriate.
- Assures follow up from all appointments, test, and consultations.
- Responds to medical emergencies, following procedures.
- Assures that client medications are order as needed.
- Assures proper packaging of client medication as needed for off-site use.
- Monitors proper storage of medication and treatments.
- Monitors adherence to blood borne pathogen procedures.

##### Financial

- Demonstrates knowledge of company financial procedures.
- Monitors and assures accurate client financial records following policy, rules, and ISP guidelines.
- Monitors client accounts for necessary "spend downs".
- Monitors reimbursement for grocery and activity accounts.

##### Safety and Programming

- Reports any suspected abuse, neglect, or exploitation of clients.
- Demonstrates knowledge of emergency procedures.
- Assures that timely and accurate evacuation drill records are maintained.
- Assures that safety checklist report is completed monthly.
- Assures that homes and grounds are maintained in accordance to standards.
- Demonstrates working knowledge of ISP system.
- Develops clients' ISPs.
- Assures adequate staffing levels for each residence – will require you to work shifts, or portion of shifts, to maintain staffing minimums if other coverage cannot be found.

- Monitors staff documentation and training techniques, providing re-education for staff as necessary.
- Provides weekly scheduling for employees and review for accuracy and efficiency.
- Attends client annual ISP meetings, initiates changes as needed.
- Uses THERAP system to monitor records in all areas.
- Facilitates staff meetings on a regular schedule – minimum of once monthly for supported living and twice per month for 24 hour residential programs.
- Maintains valid CRP/First Aid certification.
- Adheres to all company policies and procedures.
- Communicates with staff, clients, client families, professionals, and the public – documenting these conversations as necessary for future reference.
- Assures vehicles are kept clean and maintained.
- Assures emergency procedures and supplies are available and up to date.
- Assures that client personal hygiene needs are addressed.
- Assists clients in understanding rights and responsibilities and Horizon’s grievance procedure.
- Works independently without direct supervision.
- Performs “on call” responsibilities as assigned.
- Assures maintenance and cleanliness of adaptive equipment.
- Develops training task analyses and updates as needed.
- Assures monthly client meeting as determined by the Site Manager.
- Assures recreational and vacation opportunities for clients.

### Supervisory

- Provides orientation to work site and training for new and existing employees.
- Works with Human Resources to assure staffing needs are met.
- Provides annual performance appraisal to employees.
- Assures accurate time sheets for submission to Payroll by reconciling to schedules.
- Supervises assigned employees, dealing with performance issues as needed and in a timely manner.
- Regularly communicates with supervisor.
- Spends time in the residential homes, varying the times and days to routinely include swing shift, weekend, and night shift hours in order to monitor quality of service, provide direct feedback and training to all staff and to observe clients in their homes.

### Additional Duties

- Meets regularly with supervisor and provides weekly staffing schedules.
- Participates as a member of the management team.
- Accepts supervision.
- Cooperates regarding changes in schedule, location, or routine.
- Follows through on assigned tasks.
- Provides or assists with transportation to scheduled appointments or activities using company vehicles.
- Reports accidents and citation immediately using applicable forms and procedures.
- Assures proper archiving and storage of documents.

### **Qualifications**

- Must have previous supervisory experience (6 months or more) managing 5 or more employees.
- Successful completion of organized in-service training provided by employer, as well as on-the-job training as assigned.

### **Work Schedule**

The normal work schedule may vary due to residential requirements of 24-hour service provision; exact schedules are determined by changing needs and assigned by management. It is the attendance standard of the employer that all time off will be granted per policy based on availability of accrued time and agency need.

**Physical Demands**

Physical demands of the job include constantly (2/3 or more of the time) moving from location to location – such as when you are providing training and providing direct supports to client as necessary,

**Work Environment**

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

**Other Requirements**

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon’s auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project’s Employee Handbook.

Employees are required to attend staff meetings and any other training as assigned. Position is encouraged to maintain a current CPR/First Aid/BBP certification to be able to assist in a health-related emergency.

**Acknowledgement**

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name Printed: \_\_\_\_\_

I have reviewed the job description with this employee.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name Printed: \_\_\_\_\_