

Services Manager for review. Opportunities must be developed based on the wants and needs of the residents as much as possible.

- Provide information, screenings, observations, opinions and recommendations regarding admissions candidates.
- Ensure proper documentation, including but not limited to programming services in Therap, GERs and behavior data in Therap and MAR documentation, is completed daily.
- Ensure program documentation is submitted on a monthly basis for billing purposes.
- Ensure that there is a proper system for medication administration in the IRA including scheduling certified staff, staff training, accurate documentation, self-medication training to residents as applicable and routine review of medication administration issues with nursing.
- Serve as a member of the treatment teams for individuals in the assigned IRA. As a member, collaborate with clinicians in the FBA/BSP processes and in psychiatric consultations for the individuals in the IRA. Additionally, collaborate with nursing to facilitate appointments and treatments for the individuals. In support of a team approach, facilitating communication with day programs attended by the individuals to ensure effective and efficient flows of information between those programs and the IRA.
- Serve as the point of contact within the IRA for families, guardians, external members of the treatment team, regulatory oversight agencies and other community members.
- Ensure attendance at all Life Plan meetings as needed and desired by the individuals of the IRA.
- Actively monitor and adhere to program budgets by providing oversight and support to the direct-care team in the day-to-day financial management of the assigned IRA.
- Ensure and support the proper reporting, investigation and review of all incidents relative to OPWDD Regulations Part 624 related to the assigned IRA.

Task #2:

The IRA Coordinator provides programmatic leadership, guidance and supervision while actively participating in the professional development and performance evaluation of the DSP II/RBT and DSPs of the assigned IRA.

Standards:

- Provide informal and formal performance evaluation feedback on and for all members of the IRA direct-care team in an ongoing and timely fashion.
- Provide information, screenings, observations, opinions and recommendations regarding the hiring, promotion, and termination of all members of the IRA direct-care team.
- Orient new IRA direct-care team members to their duties and responsibilities while arranging for ongoing training and peer mentorship.
- Proactively monitor training enrollment and compliance for employees in the assigned IRA.
- Regularly observe and evaluate staff in the assigned IRA in the implementation and documentation of Staff Action Plans.
- Conduct regular meetings with staff to allow for the exchange of information, issues, concerns, questions, plans for significant events and updates of agency policies and procedures. Minutes for these meetings will be submitted to the RSM for review and approval within two business days of the meeting being held.
- Cultivate and model a professional, courteous, and respectful manner at all times in all environments.



- Provide training, guidance and modeling for employees on cultivating a positive, professional work environment predicated on teamwork and mutual respect.
- Promote a zero-tolerance environment in the IRA for profanity, insensitive terms and vocabulary, harassment and any other communication that fails to rise to the level of professionalism outlined in these tasks and standards as well as all applicable professional standards.
- Proactively monitor and actively address and document staff disciplinary issues.
- Dress professionally and in such a way as to model appropriate dress for residents and staff alike.
- Provide supervision and training to employees with regard to appropriate dress at the work site as needed.
- Provide supervision and training to employees with regard to appropriate cell phone usage as per agency policy as needed.
- Proactively support staff in developing coping skills while providing modeling, supervision and training to staff in assisting resident efforts in developing coping skills.
- Proactively support staff in actively discouraging residents from using alcohol, drugs and tobacco in an effort to advocate for their own health and well-being while providing modeling, supervision and training to staff in this effort.

Task #3:

The IRA Coordinator provides programmatic leadership, guidance and supervision while directly ensuring optimal staffing is maintained based on the needs and designated levels of supervision of the participants in the assigned IRA.

Standards:

- Ensure adequate staff coverage at all times while completing the staffing schedule to be submitted to the Residential Service Manager (RSM) for review and approval. Appropriate and sufficient levels of staffing as well as AMAP and driver coverage must be included in the schedule when submitted for review. Any changes needed following initial RSM approval that result in overtime must be submitted to the RSM for approval prior to the change taking place.
- In case of staffing crises, provide first point of contact to actively address coverage issues to ensure that minimum staffing is always maintained. IRA Coordinator will provide coverage in order to maintain minimum staffing levels in the event relief staffing cannot be secured.
- Actively seek ways to support and collaborate with other IRA Coordinators dealing with staffing shortages.
- Review and approve employee timesheets regularly.
- Adhere to agency time and attendance rules while providing supervision and training to employees with regard to those rules.
- Proactively seek out opportunities to recruit new members for the agency workforce

Task #4:

The IRA Coordinator provides programmatic leadership, guidance and supervision while directly ensuring the maintenance of the assigned IRA and the associated documents for the IRA to ensure a safe

and healthy living, learning and working environment that is compliant with all applicable rules and regulations.

Standards:

- Participate in all audits, internal and external, of the assigned IRA in person.
- Regularly monitor and audit plans of corrective action for the assigned IRA to ensure compliance with all regulatory requirements at all times.
- Promote a zero-tolerance environment in the assigned IRA for profanity, insensitive terms and vocabulary, harassment of any type and any other communication that fails to rise to the level of professionalism outlined in these duties and responsibilities as well as all applicable professional standards.
- Maintain high standards of cleanliness in the assigned IRA and in vehicles assigned to the IRA. The standards include, but are not limited to, ensuring completion of driving logs and daily cleanliness checklists, performing weekly safety inspections and completing the monthly maintenance checklist. Workorders must be submitted for any needed repairs. Reconciled mileage logs are to be submitted monthly to the assigned Residential Services Manager for review in a timely fashion.
- Monitor inventory of clothing and belongings for each individual in the assigned IRA.
- Maintain all appropriate fiscal documents for each individual in the assigned IRA. Monitor and dispense individual funds and petty cash as needed and appropriate. Maintain responsibility for all individual funds and petty cash associated with the IRA. Provide instruction in financial matters to all staff as needed and appropriate. Ensure individuals receive the opportunity for training to develop independence in utilizing personal funds as appropriate to the individual.
- Ensure the seasonal purchase of clothing items and reconcile clothing allowance monies on the appropriate documents for the residents of the assigned IRA.
- Ensure that nutritious meals are provided to the residents by developing a weekly guidance menu for the assigned IRA. Input from the individuals as desired by each individual must be incorporated into the menu. Knowledge and implementation of each individual's dietary requirements and any applicable dining plans is mandatory. Knowledge and implementation of each individual's dietary preferences as appropriate to fostering choice while promoting a healthy lifestyle is also necessary.
- Regularly review Behavior Support Plan trainings for individuals in the assigned IRA.
- Regularly develop and review IPOPs for residents of the assigned IRA.
- Regularly conduct, observe, evaluate and audit fire drills and fire drill reports for the assigned IRA.

This position description in no way states or implies that the responsibilities listed are the only duties to be performed by the person filling this position. The person in the position may be required to perform other duties as necessitated by the situation or requested by his/her supervisor, the Executive Director or his/her designee.



SUPERVISORY RESPONSIBILITIES

This position directly supervises Direct Support Professionals I and II.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED required; Associate degree preferred. Experience in an OPWDD-licensed setting required. Two years supervisory experience required. Computer skills required.

CERTIFICATES, LICENSES, REGISTRATIONS

- The employee is required to successfully complete required trainings.
- Valid NYS driver license with driving record that meets In Flight and insurer's standards is required

SKILLS **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to stand, walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl. The employee must be able to lift up to 50lbs.

CONDITIONS OF EMPLOYMENT

Conditions of Employment: The employee agrees to comply with the Corporate Compliance Policy and all laws, rules, regulations and standards of conduct relating to the position. All staff must pass all NYS Justice Center Background Check Requirements, Drug Test and Physical. In addition, the employee has a duty to report any suspected violations of the law (including any motor vehicle infractions) to the Human Resources Director.

EMPLOYEE RECEIPT/ACKNOWLEDGEMENT

I, _____ acknowledge that I have reviewed this job description and understand the expectations and responsibilities of this position. I acknowledge that the job description is not designed to cover or contain a comprehensive listing of tasks, activities, duties or responsibilities. Additionally, I acknowledge that management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (e.g.: in times of emergencies, changes in personnel, workload and/or technical development).

Signature

Date