

SAMPLE - SUBJECT TO CHANGE

BERKELEY CITIZENS, INC.
Residential Coordinator
Revised September 2005
Exempt

As an employee of Berkeley Citizens, Inc., the Residential Coordinator reports to and is under the general supervision of the Residential Director. The Residential Coordinator is responsible for staff supervision in the quality care, treatment, and delivery of residential services according to requirements and guidelines of the South Carolina Department of Disabilities and Special Needs (SCDDSN) and Berkeley Citizens, Inc. (BCI).

ESSENTIAL DUTIES:

- Conduct/participate in the interviewing, hiring, evaluation, and disciplinary action of employees
- Supervise assigned residential direct care staff and Caregivers in the care of consumers to include, but not limited to, the following:
 - Conduct staff/Caregiver meetings and provide necessary group or individual training
 - Inspect employee duty assignments regularly
 - Conduct facility, vehicular, and licensing inspections
 - Follow-up with employees/Caregivers regarding mandatory meetings/trainings
 - Conduct visits of assigned residences/homes when employees/Caregivers and consumers are present
 - Review employee purchases
 - Review Fire Drills and Disaster Drills
 - Observe dispensation of medications
- Coordinate/conduct activities with appropriate employees and caregivers to correct problems discovered during inspections and reviews
- Perform treatment and care planning activities for assigned consumer to include, but not limited to, the following:
 - Coordinate the completion and revision of comprehensive functional assessments
 - Monitor consumer progress and staff/caregiver implementation of program plans monthly
 - Revise objectives and program plans
 - Prepare annual residential pre-staffing reports
 - Prepare Called Team meeting notes
- Coordinate treatment plan changes with appropriate staff to include, but not limited to, Direct Care Staff, Caregiver, Service Coordinator, Day Services Coordinator, Behavior Support Consultant, Psychiatrist, Agency Nurse, etc.
- Prepare and review admission packet with consumer and family
- Coordinate scheduling activities of employees with Scheduling Clerk
- Coordinate scheduling respite for Caregivers
- Assist with preparation of payroll
- Prepare Purchase Orders for payment of services for Caregivers
- Assist in coordinating medical services with Nursing Department
- Attend and participate in the annual and called plan meetings of consumers
- Complete Consumer Financial Plan annually
- Coordinate activities to maintain Medicaid eligibility of consumers
- Review incident reports and conduct follow-up activities
- Maintain ongoing progress notes of consumer and family events
- Interact with consumers to acquire their satisfaction with services, needs, etc
- Keep families informed of significant events
- Review consumer fund balances, expenditures, and personal property inventory
- Coordinate consumer assessment and training activities with appropriate employees to include, but not limited to, Direct Care Staff, Caregivers, Day Services Coordinator, Agency Nurse, Consultants, etc.
- Obtain Informed Consent for restrictive programs and psychotropic medications from consumer and family, forward consents to appropriate staff
- Participate in and coordinate training of Behavior Support Plans
- Prepare behavioral information for Psychotropic Drug Review and Human Rights Committee Meetings
- Complete work assignments within required timeframes and deadlines
- Carry pager, at all times, for emergency and after-hour critical issues

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- Schedule, or coordinate the scheduling of psychiatric appointments and coordinate results with Nursing staff and others as appropriate
- Assess critical behavioral incident and inform on-call agency nurse of situation to request medication evaluation if situation cannot be resolved by other means
- Participate in Residential Department Staff meetings

NON-ESSENTIAL DUTIES

- Participate in committee meetings as assigned
- Assist with the licensing and opening of new residences and Community Training Homes I and consumer selection/movement decisions
- Assist the Residential Director with the materials needed for Human Rights Committee Meetings
- Assist in conducting training activities as requested
- Conduct additional quality assurance activities as requested
- Prepare and submit agency purchase orders to Residential Director
- Assist in the development and revision of program manuals, policies and forms, as requested/needed
- Other related duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Conduct self according to agency policy.

Advocate for the rights of people with disabilities. Ability to represent the agency in a positive, professional manner. Basic understanding of word processing computer software. Maintain confidentiality of consumer information at all times. Ability to establish and maintain effective working relationship with SCDDSN, other provider Agencies and agency staff. Ability to organize and maintain filing system and be attentive to detail. Ability to operate standard office equipment. A valid SC Driver's license and good driving record. Good physical abilities to include fine and gross motor skills (stooping, kneeling, crouching, bending, reaching, lifting, standing, walking, pushing, grasping, feeling, writing, repetitive motions), verbal communication (speaking, hearing), and visual acuity (reading to include small print, counting). Worker is subject to indoor and infrequent outdoor assignments that may include extreme temperatures of heat and cold for short periods of time. Worker may be subjected to possibilities of physical assault, property destruction, and infections and may be required to wear protective clothing to prevent infections.

MINIMUM EDUCATION AND EXPERIENCE: Bachelors degree in human services from an accredited college or university. Two years of experience in the field of mental retardation or related disabilities. One year of experience in supervision.

SUPERVISORY RELATIONSHIP: Will report to the Residential Director of Berkeley Citizens, Inc.

WORK HOURS: Full time employee with typical work hours of 8:00am to 4:00pm. Monday – Friday. Hours will be flexible to ensure supervision of residential activities when employees, caregivers and consumers are present to include early morning, late night, and weekend hours. Residential Coordinator will be required to work one Saturday and one Sunday each month.

JOB DESCRIPTION VERIFICATION:

I certify that I have read the above job description and understand the essential and non-essential duties that I am to perform as a requirement of this position. I further acknowledge that I have a copy of this job description for my personal records. It is my understanding that I will be evaluated on the performance of my job duties.

Employee Signature

Date