

**JOB DESCRIPTION**  
**COMMUNITY BASED FLEXIBLE SUPPORTS (CBFS)**

**TITLE:        PROGRAM COORDINATOR**

**QUALIFICATIONS:**

Bachelor's degree in Social Services with residential and administrative experience preferred. High School diploma and valid driver's license required.

**SUPERVISION:**

Position is supervised by the Director of Program Development.

**GENERAL WORK HABITS:**

**3- Practically Always; 2- Most of the time/Excused; 1- Almost never**

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual
- Informing supervisor
- Remaining alert and focused
- Requesting assistance
- Getting along with co-workers
- Completing assigned tasks
- Acting in a professional manner
- Completing assigned tasks
- Attending training
- Abiding by agency expectations

**RESPONSIBILITIES:**

1. Participate in the development and implementation of component goals, objectives, and work plan tasks that are directed toward accomplishing the Agency's Mission and Vision.
2. Hire, supervise, mentor and evaluate Program Supervisor and Counselors.
3. Develop and implement network goals, objectives, and work plan tasks that are directed toward accomplishing the Agency's Mission and Vision.
4. Facilitate weekly staff meeting.
5. Develop and manage program budget for up to two programs.
6. Ensure optimum program coverage through the development and monitoring of the schedule for up to two programs.
7. Collaborate with Individuals Served, Rehabilitation Specialists, and other members of the Interdisciplinary Team in the development and implementation of Individualized Action Plans (IAP's) and other recovery plans and activities.
8. Collaborate with Individuals Served, Licensed Clinician, Registered Nurse, Certified Nurse Practitioner, and other members of the clinical team in the implementation and monitoring of any self management and health and wellness plans and activities.
9. Facilitate and monitor the implementation of activities that create opportunities for the development of valued roles and personal relationships in the community.
10. Develop and monitor the implementation of all procedures that ensure the health, safety, and well being of individuals served.

11. Monitor the implementation of all prescribed medical and medication protocols in accordance with agency and MAP policies.
12. Develop and monitor all procedures that ensure the physical safety and cleanliness of the program.
13. Assist people to access, and/or provide, all needed transportation.
14. Participate in supervision, team, and other assigned meetings.
15. Review and complete all required documentation.
16. Communicate all pertinent information to all stakeholders.
17. Attend and participate in all internal and external trainings as assigned.
18. Acquire and maintain all required certifications.
19. Participate in On-call Beeper rotation.
20. Perform other duties as assigned.

I accept this position and the responsibilities inherent therein. I understand that along with the specific duties cited above I am responsible to perform other related duties as assigned. I have had the opportunity to review and ask questions about the Program Coordinator Job Description, and the corresponding program description. I understand that a copy will be placed in my personnel file.

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

Print Name: \_\_\_\_\_

Org: 7/80

Rev: 7/89, 2/94, 10/95, 7/96, 2/98, 1/04, 8/05, 2/09, 5/09