



**Miami Cerebral Palsy Residential Services, Inc.**  
*Intermediate Care Facility for the Developmentally Disabled*  
*A Private, Not for Profit Agency Established in 1984*  
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mcprs.org

Marta E. Morin  
Executive Director

Migdalia Santiago  
Associate Director

## **JOB OVERVIEW**

**POSITION:** Residential Service Coordinator

**NUMBER OF POSITIONS OPEN:** 1

**POSITIONS SUPERVISED:** Direct Support Staff

**POSTING DATE:** 12/10/14

**LOCATIONS:** Braddock Facility: 14400 SW 32<sup>nd</sup> Street, Miami, FL 33175

### **GENERAL JOB DUTIES:**

- Responsible for ensuring facilities compliance with all applicable Federal, State & local laws, regulations, codes & internal policies pertaining to health, safety, sanitation and active treatment.
- Exercises general policy,
- To ensure individual care and ensure safety in the home and community.
- Ensures the rights of all individuals at the facility.
- Ensure the facility has available enough qualified staff meeting staff ratio.

### **MINIMUM QUALIFICATIONS:**

- Mature, well-seasoned in developmental disabilities and supervision of staff in developmental disabilities industry.
  - Demonstrated integrity and honesty.
  - Demonstrated commitment to provide services to the developmentally disabled population.
  - Demonstrated empathy, communication skills and emotional fitness to interact with the developmentally disabled population.
  - Required to pass a criminal/background check.
  - Must have a clean driving record and have had a driver's license for 3 years.
  - Must be able to provide verifiable employer references.
  - Must be able to meet mandated training requirements.
  - Must be free of communicable diseases.
  - Formal or informal experience working with individuals with disabilities is preferable. Must be dependable and reliable.
  - Must be available to complete training within established schedule and timelines.

- Must be able to handle multiple tasks simultaneously and remain even keeled and flexible under demanding and strenuous circumstances that may arise during daily operations (ie. Medical emergencies, last minute staff call ins, shortages in staff, remaining within funding constraints and working with multiple professionals and demands).

### **DESIRED QUALIFICATIONS:**

- Bachelor's degree required in a human service field (including but not limited to sociology, special education, rehabilitation counseling, and psychology) from an accredited university in the United States.
- Has at least one year of experience working directly with persons with intellectual or other development disabilities.
- Must be eligible and be a positive fit for agency succession plan.
- Prefer at least three years' experience related to supervision and management of staff.
- Prefer experience and knowledge in ICF/DD Program desirable, the ability to communicate well orally. Demonstrate organization skills.
- Any exceptions or waiver will need prior approval from the executive director. Written plan of action must be submitted for approval. Plan must ultimately fit in with agency succession.

### **ESSENTIAL JOB FUNCTIONS:**

This position requires that you be able to speak, read and write a level, which allows for full communication and participation in team process and supervision of personnel. **This position has the following physical requirements:**

- Lifting a minimum of 50lbs, transferring, repositioning, bending, squatting, and kneeling which is required for working with the physically challenged and non-ambulatory.
- Must be able to perform a two-person lift of an individual.
- Must be able to stand/walk for eight (8) hours at a time.
- Full vision or correctable adequate vision.
- Functional gross and fine motor skills.
- Functional dexterity needed in all aspects of body movements.

Reasonable accommodations may be made to perform the essential functions.

All employees must comply with Miami Cerebral Palsy Residential Services, Inc. Drug Free Workplace Policy.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Must be available by phone 24/7 and be flexible in accommodating work schedule to meet the demands of the supervising and overseeing personnel across a variety of shifts, to include working a weekend day – weekly schedule along with ability to fill in for staff due to shortages and inability to obtain coverage.
- The role of the Residential Services Coordinator is to oversee the program, staff, and services delivered to residents in a residential placement (in an 8 bed home - long term care Intermediate Care Facility for the Developmentally Disabled –medically fragile, non-ambulatory, severe and profound intellectual disabilities).
- Have the ability to perform the essential job functions (to include but not limited to; lifting a minimum of 50lbs, transferring, repositioning, bending, squatting and kneeling), required for working with the physically challenged, non-ambulatory, severe and profound developmentally disabled population served.
- Candidate will be expected to provide positive support, caring assistance, and responsible supervision of direct care staff.

- Responsible to uphold and maintain quality of services provided by the program. Be accessible to residents, staff and families 24/7.
- Ensures direct care staff is trained on individual programs, individual needs and to ensure all direct care employees are able to perform their essential job functions (to include but not limited to; lifting a minimum of 50lbs, transferring, repositioning, bending, squatting and kneeling), required for working with the physically challenged, non-ambulatory, severe and profound developmentally disabled population served
- Serve as resident advocate, coordinate and oversee all programming for the clients of the home, including supervision of the schedules and staff on all shifts.
- Coordinate and implement special events and activities for the individuals served.
- Conduct and facilitate staff orientation and training for new hires and tenured personnel.
- Provide workshops and training to staff, ensure staff and residents are engaged in resident treatment programs (active treatment) goals and behavior programs.
- Carry out expected interventions, observations, and documents success, along with identifying current or suggesting new therapeutic goals which may require the attention of the therapy team.
- This position requires supervision of staff, participation with individuals served in activities of daily living, socialization, and leisure time and community integration.
- Conducts assessments; participate as a member of our professional interdisciplinary team (made up of a qualified intellectual developmental professional, psychologist, physician, occupational therapist, physical therapist, director of nursing, health care coordinator, respiratory therapist, speech pathologist, dietician, residential services coordinator, social worker, the family/guardian advocate and resident).
- Additional responsibilities include daily case management, visiting and intervening with schools and day programs, coordination of medical services with the health care coordinator and nursing department personnel, and money management.
- Ensure compliance with active treatment regulations and that each individual receives a continuous and aggressive active treatment program.

### **WORKING CONDITIONS:**

- All job duties will be performed at the Intermediate Care Facilities, the Life Long Learning Program and community.

This position may be required and exposed to the following:

- To work flexible schedules.
- To work holidays.
- Exposed to blood borne pathogens.
- Exposed to profanity and offensive/violent behavior and loud noises by the individuals served.
- Required to assist with very personal and intimate care and be exposed to bowel movement and bodily fluids and odors.

## RELATIONSHIPS WITH STAFF/PARENTS.GUARDIANS/COMMUNITY:

- Demonstrates appropriate professional behavior in dealing with individuals, parents, staff and visitors.
- Keeps open communication with IDT members
- Maintain a positive and pro-active, professional appearance and attitude while engaged at work and throughout community.
- Communicates appropriately with families, guardians and friends.
- Is mindful when discussing sensitive issues with families and guardians.
- Respects and maintains confidentiality and HIPPA regulatory requirements.

