



<b>Position Title:</b>	Associate Coordinator
<b>Classification:</b>	
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	
<b>Program Location:</b>	Residential
<b>Reports to:</b>	Program Coordinator
<b>Supervises:</b>	Indirect Supervision of Program Managers

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#### **DESCRIPTION:**

The Associate Coordinator serves as a member of the Program Coordinators leadership team and provides operational support to the community team of residential services. Primary responsibilities include indirect supervision of house managers of (7) to (9) supervised residential programs. Associate Coordinators serve as the associate team leader providing team support and serving the mission of Mainstay; to provide life-long, high-quality support services, ensuring that people with intellectual disabilities and autism lead fulfilling lives. The associate coordinator will also serve as the Program Specialist in compliance with PA Code §6400 regulations and will be responsible for coordinating care and supports for up to 30 persons served on the community team.

#### **RESPONSIBILITIES:**

##### Operational Support

- Serving as a member of community-grouping team, they will support consistency in daily operations (such as scheduling, documentation, team management).
- Supporting licensing reviews and ensuring compliance with all state, local, and county regulatory standards as well as all policies and procedures.
- Supporting Incident Management and ensuring appropriate management response has been implemented
- Ensuring appropriate preventative measures are taken to ensure the safety and welfare of all program participants.
- Maintaining the content, integrity, and security of all documentation, whether in paper or electronic format, that comprises the health and care record(s) of service and supports delivered. All documentation must include language that is person centered and trauma informed.
- Demonstrating proficiency for use of technology in documentation (including but not limited to electronic client record software, Microsoft Office, email, payroll time keeping, etc.). Accurately and thoroughly completes and submits timely, all required documentation in accordance with organization, program, and payer specific, policies, practices, procedures, and guidelines.
- Providing Direct Care (as needed) to ensure that the team is functioning to support the health and safety of the people served.

##### Team Management & Staff Supervision

- Decision-making authority as a delegated by the Program Coordinator for matters including but not limited to approvals/signatory for time sensitive documents such as time sheets and expense reports, review and approval of incidents, and conflict resolution/problem solving as needed.
- Offering mentorship and training to house managers and house teams within the assigned community grouping. Support and actively model values associated with Social Role Valorization, Everyday Lies, and Charting the Life Course.
- Supporting evaluation of the homes and program operations for effectiveness in meeting the needs of the program participants, funding sources and oversight entities.
- Stepping forward and taking a stand for what is right when made aware of Mainstay Code of Conduct violations, including but not limited to unethical behavior of others.
- Completing all required annual trainings including annual compliance & integrity training.

##### Supporting the Coordinator with Program Specialist Duties (as needed)

- Reviewing assigned services to ensure the needs of the program participants are identified, services are delivered, and reporting requirements are met.
- Supporting the completion of assessments.
- Participating (as requested) in the individual plan process, development, team reviews and implementation in accordance with Pennsylvania Regulations.
- Supporting activities for the individuals in accordance with the individual plans.
- Supporting the integration & inclusion of individuals in the community.
- Supporting individual communication and involvement with families and friends.

Organization Management and Administration

- Participate in development of agency policies and procedures.
- Maintain certification as a Certified Investigator; conduct certified investigations, as assigned.
- Assist in the development of new programs; serve as liaison with the community and other agencies.
- Provide input and assist in the monitoring of the agency budget and program expenditures.
- Maintain certification as a Medication Administration and Management Trainer, conducting medication management and administration training and oversight.

**MICELLANEOUS:**

- Responsible for the completion of other duties as assigned

**CORE COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES**

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| <ul style="list-style-type: none"> <li>• Conflict Resolution</li> <li>• Problem Solving</li> <li>• Communication</li> <li>• Multi-tasking</li> <li>• Team Building</li> <li>• Scheduling</li> </ul> | <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Demonstrating Initiative</li> <li>• Delegation</li> <li>• Organization &amp; Planning</li> <li>• Attention to Detail</li> <li>• Training Others</li> </ul> |
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**HOURS:**

37.5 hours per week. Schedule encompasses varying days and hours including periodic observation of all shifts. On-call as needed.

**PHYSICAL REQUIREMENTS:**

- Vision Acuity for the Position:  Vision is Essential  Vision is non-Essential
- Environmental Conditions: 90% Inside – 10% Outside
- Workers may be Exposed to:  Cold  Heat  Dust  Mist  Odors
- Physical Requirements for the Position: ability to lift 25 to 50 pounds regularly, ability to respond quickly to sounds, ability to move safely over uneven terrain or in confined spaces, ability to see and respond to dangerous situations, ability to work in extreme weather, ability to wear personal protective gear correctly most of the day

**QUALIFICATIONS:**

Master’s/Bachelor’s degree from an accredited college or university and two years of work experience working directly with individuals with behavioral health and human services, -OR- Associates degree or 60 credit hours from an accredited college/university and four years of work experience working directly with behavioral health and human services. Experience with 6400 regulations preferred. Valid driver's license & use of a personal vehicle required.

Employment with Mainstay Life Services is an "at will" relationship. "At will" means that employment is of no specific length. It also means that employees and Mainstay Life Services both retain the discretionary right to terminate employment at any time if either is dissatisfied for any reason. I have reviewed the information contained in this job description and agree to accept the specific duties and responsibilities that may be assigned by my supervisor.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date