



Job Description

Job Title: Part Time Respite Coordinator (Onondaga County Site-Based), Grade 5
Reports to: Manager of Respite and Family Support Services
FLSA Status/Schedule: Non-Exempt
Location: Onondaga County

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Respite Coordinator oversees facilitation of the site-based respite program in Onondaga County. The Respite Coordinator is expected to give daily support and guidance to staff to help ensure that safe, quality person-centered services are provided to each individual. The Respite Coordinator will also maintain consistent communication with families and other service providers to ensure proper implementation of respite services, as well as oversee daily operations of the site-based program.

Qualifications:

- Minimum of three years' experience working with individuals with developmental disabilities or, an associate's degree in a human services related field and one-year experience working with children/adults with developmental disabilities
- Ability to supervise, schedule, and support respite staff
- Understanding of OPWDD regulations and services
- Demonstrated leadership experience
- Proficient computer skills, especially MS Word and Excel; demonstrated ability to learn new computer software
- Strong written and verbal communication skills
- Clearance of appropriate background checks, including OPWDD fingerprinting and NYS Office of Children and Family Services Child Abuse Registry
- Clean Driver License and reliable, insured and inspected vehicle
- Physical demands of the job include being able to:
 - Stoop, kneel, reach, sit, stand, walk, push, pull, lift, talk and hear; and
 - Exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects and assist people transferring in and out of wheelchairs
 - Assist with personal care, including transferring and toileting as needed

Essential Functions:

- Oversee daily program operations, respond to and report emergencies/incidents
- Implement forms, policies, and procedures for site-based respite program in Onondaga County
- Complete intakes to enroll new individuals in respite programs once proper OPWDD approval for service has been obtained
- Plan and lead after-school activities with individuals/children with developmental disabilities, including routine activities built around unique interests
- Participate in the selection of Direct Support Professionals (DSP) and assist with necessary onboarding, as needed

- Provide ongoing support, training, coaching and consultation for staff, and build a cohesive team
- Schedule proper coverage to ensure safety and supervision of individuals being supported at all times during the provision of respite services
- Conduct performance appraisals and disciplinary discussions as needed; consult with manager if DSP performance issues rise to progressive discipline levels
- Gather and submit documentation for Medicaid billing for hourly respite program as required
- Collect, review, verify and approve bi-weekly employee hours worked and mileage inputs for timely, accurate payroll
- Track, gather, and compile data for reports, billing, etc.
- Maintain all program participants' records including intakes, safeguards, lifeplans, Medicaid waiver authorizations, monthly stats, and billing documentation in accordance with OPWDD regulations
- Periodically assess participants' satisfaction with services
- Participate in agency, team and other required meetings
- Facilitate introductions between support staff and individuals receiving services; ensure that support staff meet pre-hiring requirements and receive training on ARISE Policies and Procedures
- Meet with supervisor as required
- Review individuals' files regularly to stay informed of their safeguards/allergies/needs
- Maintain a clean and professional program environment that encourages a person centered atmosphere
- Interact in a professional manner with parents/guardians of respite participants; maintain professional conduct/detachment from personal involvements with the individual(s) and/or their family members
- Report any unsafe situations, accidents, or incident to QI Director and supervisor immediately
- Support the ARISE and OPWDD mission
- Operate interdependently as a coordinator as well as a team member
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Actively take steps to implement the agency's Compliance and Code of Conduct
- Other duties as assigned