



Job Description

Job Title: Inclusive Recreation Coordinator, Grade 6
Reports to: Respite & Family Support Services Manager
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse with anticipated travel to satellite locations

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:

This position is responsible for supporting and assisting high quality, safe and engaging inclusive recreation programs within OPWDD Respite and Family Support Services (FSS) programming. Incumbent will support the delivery of Respite Camp programming and FSS Camp programming at various sites throughout counties ARISE supports, as well as School-Break Recreation programming. The Inclusive Recreation Coordinator will support the Respite & Family Support Services Manager as required.

Required Qualifications:

- Bachelor's degree in Human Services or related field, or an equivalent combination of experience and education
- Administrative or supervisory experience at a summer day camp
- Evidence of specialized training or one year of experience in treating or working with individuals with a developmental disability
- Demonstrated leadership abilities
- Proficient computer skills, especially SharePoint, Outlook, MS Word and Excel, familiar with electronic timekeeping
- Solid written and verbal communication skills
- Clean Driver License, appropriate motor vehicle insurance coverage, and safe and reliable transportation for travel to various sites throughout all necessary counties

Preferred Qualifications:

- CPR/First Aid Certification is recommended
- Experience in adaptive recreation and management

Essential Functions:

- Support Respite/FSS programs as required
- Supervise staff as required
- Assist with the coordination of FSS contract and other contract/grant needs
- Have a working understanding of regulatory requirements, information, policies and procedures – externally as well as internally; train staff as required
- Adhere to policies, and procedures for the Respite and FSS programs
- Effectively communicate with Manager and colleagues
- Assist with the completion of intakes to enroll new individuals in the Respite and FSS programs and track units as required
- Complete program documentation as required
- Complete billing documentation as necessary

- Meet regularly with supervisor as required
- Periodically assess participant satisfaction with services
- Assist with quarterly audits of program files
- Support the ARISE mission and uphold all NYS Justice Center, OPWDD, DOH, OCFS and related agency regulations
- Participate in agency, team and other required meetings
- Uphold ethical standards required as a member of the leadership team
- Maintain professional conduct / detachment from personal involvement with individual(s) and / or their family members
- Hold sensitive information and PHI with professional discretion, adhere to HIPAA compliance
- Actively take steps to implement the Codes of Compliance and Conduct
- Report any unsafe situations, accidents, or incidents to QI Director and Supervisor immediately
- Follow the ARISE Injury Management Reporting process
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 11 paid holidays plus
 - Summer hours Fridays – as scheduled from Memorial Day to Labor Day
 - 20 Earned Time Off days (5.77 hours accrued each biweekly pay cycle) in first and second year of employment; 25 ETO days after 2 years; 30 ETO days in future milestone years
- Participation in the 401(k) plan available at hire; Full vesting immediately; Employer match (50% of the first 5% deferred)
- Excellent medical plan through Excellus BC/BS
- Great dental and vision coverage through Guardian / VSP
- Company-paid health reimbursement arrangement (HRA) covers first 70% of deductible
- Flexible spending arrangement (FSA) for both medical expenses and dependent care
- Free life insurance and long term disability coverage through Lincoln Life
- Free / Confidential Employee Assistance Program (Help-People affiliated with Crouse Hospital)
- Option to enroll in Voluntary benefit plans at annual open enrollment