



SLP Coordination Manager, Behavior Specialist

The Arc of King County serves all people with intellectual and developmental disabilities across the lifespan: from prenatal diagnosis through end-of-life care. Our programs include: Information and Family Support for individuals with IDD, and their parents, guardians, siblings, and community; Supported Living Services for adults living in the community; Representative Payee for individuals needing financial management assistance; Homelessness Prevention for families at-risk of losing their housing; and Advocacy for people with developmental disabilities, family members, and community allies seeking to make our community more systemically equitable for all people. We promote and protect the human and civil rights of people with intellectual and developmental disabilities, actively supporting their full inclusion so that they can live, learn, work, and play in the community – making the world a better place for us all.

For more information about the organization, visit our website at <https://arcofkingcounty.org/>.

POSITION DESCRIPTION

The Supported Living Program Coordination Manager, Behavior Specialist, is a full-time exempt leadership position, responsible for the coordination of contracted residential services within a team setting and defined caseload.

ORGANIZATIONAL REPORTING RELATIONSHIPS

Department: Supported Living

Supervisor: Assistant Director of Supported Living

Other key relationships: DSHS, DDA, Participants and their Guardians.

JOB SUMMARY

The Supported Living Program Coordination Manager, Behavior Specialist, is a team supervisor working with Coordinators and Direct Support Professionals in managing a caseload of participants receiving contracted supports. The Supported Living Participant Support Manger ensures that participants' ISP goals are being addressed, that contracted hours are being met, that the Residential guidelines are followed as well as the Washington Administrative Code specific to residential supports. Ensuring that participants are supported and empowered to live their lives through their own choices.

ESSENTIAL FUNCTIONS

- Responsible for teaching team how to identify and implement best practice behavioral supports to meet participant needs.
- Responsible for organizing regular individual SLP Coordinator meetings to ensure participant related tasks are being completed. Including but not limited to: teams are scheduled, service goals are being addressed, staff

certifications are current, refusals are addressed and tracked, documentation is complete

- Responsible for supervisory tasks for all direct report employees. Including but not limited to ensuring that payroll is accurate, updating payroll status changes, in coordination with Human Resources and the Finance Department for timely biweekly submission.
- Responsible for collaborating with Health Care team and other leaders within The Arc of King County to ensure program compliance and quality care of Supported Living participants.
- Responsible for assisting in the recruiting and training of new Coordinators.
- Responsible for mentoring Coordinators and identifying and providing trainings applicable to Coordinators' supervisory duties.
- Responsible for supporting Coordinators in identify training needs for their staff.
- Responsible for direct communication with DDA case manager regarding participant needs, developing issues including but not limited to refusals, and ensuring incident reports are submitted.
- Responsible for supporting audit preparation for the Supported living Program as directed by the Program Director and Assistant Director.
- Responsible for regularly monitoring responsibilities within the Supported Living Program to ensure audit readiness.
- Responsible for conducting regular audits and reports of participant documentation to ensure DSP and Coordinator efforts are audit-ready and compliant with state and federal requirements.
- Responsible for coordinating with participants' support team including DDA, therapists, medical professionals, behaviorists, school, and family to develop and adapt positive behavior support plan and supporting materials including plan for refusals and staff intervention plans when aggressive or otherwise unsafe behavior presents.
- Responsible for assisting SLP Directors in responding to audit deficiencies and corrective actions.
- Responsible for monitoring and coaching performance of Coordinators and conducting performance reviews for Coordinators.
- Responsible for providing modeling, training, coaching, and mentoring to all staff assigned to client to ensure continuity and fidelity to the positive behavior support plans including de-escalation.
- Responsible for developing and updating positive behavior support, refusals, and staff intervention plans.
- Responsible for ensuring staff is trained specifically on PBSP and other relevant plans.
- Responsible for identifying and supporting the participants support team to provide tools to the participant to manage their relationships, life events, and daily aspects of living.
- Responsible for de-escalation of situations and when necessary.
- Responsible for maintaining current and up to date knowledge of mental health concepts, and community resources.
- Responsible for working with Human Resources to carry out necessary performance improvement plans and termination as necessary.
- Responsible for maintaining an updated and current Outlook calendar.
- Responsible for reviewing the CFO's Over/Under Report and works with Coordinators to ensure Participants' support needs match their Tier making sure that hours billed are equal to Exhibit C

- Responsible for assisting in collecting documents related to all investigations
- Responsible for coordinating with the Finance Department including but not limited to the Rep Payee regarding Participant needs, RARs and startup expenses.
- Responsible for attending CRSA meetings and providers meetings as needed
- Responsible for working with Assistant Director to ensure the department is operating within WAC regulations.
- Responsible for elevating issues to Assistant Director as necessary
- Responsible for reviewing referrals, provides input and manages intakes of new Participants assigned to their case load with Director and Assistant Director of Supported Living
- Responsible for communication with Human Resources to ensure onboarding Participant will have sufficient staff.
- Responsible for coordination of training to ensure that staff will have sufficient training to support new Participant
- Responsible for oversight and direct support of finding housing for new Participants as necessary.
- Responsible for communicating to SLP Assistant Director, Director, Executive Director, and CFO when Participants are out of program and when Participants return to the program
- Responsible for attending meetings as needed with external agencies that provide support to Participants to ensure interagency collaboration on behalf of participant care
- Responsible for providing support and performing Coordinator duties when Coordinator is unavailable, and Lead DSP cannot cover the position.
- Responsible for ensuring that PCSPs and IISP's are updated in a timely manner as per the WAC.
- Responsible for making sure participants house/apartment are meeting the standards needed to maintain a Seattle/King County/Renton Housing Voucher.
- Responsible for carrying the 24-hour emergency phone in rotation with the other members of the SLP Leadership team.
- Responsible for effectively prioritizing tasks and asking the Assistant Director for assistance as needed.
- The above is not a comprehensive list of activities, duties, or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary

QUALIFICATIONS

Education

High School Diploma or equivalent required, associates or bachelor's degree preferred

Minimum Qualifications

- Excellent organizational skills, attention to detail, interpersonal skills
- Management or supervisory experience
- Ability to effectively prioritize tasks
- Experience in working with individuals with autism and as well as individuals with high behavioral needs, including aggressive behavior.

Updated October 2022

- Familiar with implementation and data collection related to Applied Behavior Analysis intervention strategies
- Must have a documented success in managing behavior support services for individuals with autism and individuals who demonstrate aggressive behaviors.
- A minimum of two years' experience in working with people who have a developmental disability
- Ability to work effectively with individuals of diverse economic, ethnic, and social backgrounds
- Experience in using MS Office and other data bases
- Knowledge of Therap database is preferred.

A combination of education, experience, and measurable performance which demonstrates the capability to perform the duties of this position will be considered.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to work flexible hours and days
- Ability to work prolonged hours at a computer
- WA drivers' license and verification of good driving record, insurance, and reliable transportation
- Ability to pass a criminal background check
- Emotional and physical health sufficient to meet the demands of the position

SALARY/BENEFITS

This is a management level position with opportunity for growth. The Coordination Manager, Behavior Specialist is a full-time salary exempt position which pays between \$62,000 to \$70,000 annually and is benefits eligible.

Candidates should submit their resume to careers@arcofkingcounty.org

The Arc of King County is an Equal Employment Opportunity employer. BIPOC and candidates with disabilities are encouraged to apply.