



Supported Living Program (SLP) Coordinator

POSITION DESCRIPTION

The SLP Coordinator is a full-time leadership position, responsible for supporting a core group of participants who receive supported living services. This position is action-oriented, building relationships with individuals and community organizations to support participants in not just living their lives based on their own choices, but truly thriving. This position acts as a facilitator, translating participant goals and wants into opportunities, activities, and relationships between the King County community and all participants in The Arc of King County's Supported Living Department.

ORGANIZATIONAL REPORTING RELATIONSHIPS

Department: Supported Living

Supervisor: Supported Living Manager

JOB SUMMARY

The SLP Coordinator is a member of the SLP supervisory team leading a team of Direct Support Professionals (DSPs) in managing the supports of participants receiving contracted services. The SLP Coordinator ensures that IISP goals are being addressed, that contracted hours are being met, health and safety are maintained, and that the Residential guidelines are followed as well as the Washington Administrative Code specific to residential supports. The SLP Coordinator is to be a catalyst, ensuring that the mission is at the forefront of all provided services.

ESSENTIAL FUNCTIONS

- Supervises a team of DSP staff
- Assists with orientation and training of new staff
- Works with staff to ensure the Person-Centered Service Plan (PCSP) and Individual Instruction and Support Plan (IISP) for each participant are carried out, amended as needed, and relevant to the participant's current wants and needs.
- Reviews narratives and staff documentation for participants on their caseload to ensure documentation is happening timely and comprehensively and that daily goals are being met.
- Attends and provides input at participant assessment meetings
- Assists in writing Functional Assessments and Positive Behavior Support Plans every as needed.
- Maintain current documentation in Therap database.
- Assists the DSPs in finding housing for participants in transition.
- Communicates directly with DSHS case manager regarding participant needs and developing concerns.
- Provides staff training and mentoring.
- Works with Health Care Advocate to maintain appointments for participants.

- Actively participates in weekly leadership team meetings to address participant and team needs.
- Works to ensure the department is operating within WAC regulations.
- Assists Program Director and Manager in Audit preparation.
- Reviews and follows up on T-logs and S-comms.
- Maintains the Medical and Service refusal forms and updates them every six months.
- Creates weekly schedule for their DSP team in Humanity.
- Works with Quality Assurance Training Specialist and Health Care Advocate in addressing participant needs.
- Carries 24-hour emergency phone in rotation with the other members of the SLP Leadership team.
- Provides input in evaluations and monitoring of DSPs performance.
- Maintain an Outlook calendar.
- Review staff timesheets at the end of each pay period for accuracy in timekeeping and shift assignments. Approve staff timesheets.
- Spot checks at participant residences (home visits)
- Make sure the hours billed equal to hours reported in Humanity and PayNW.
- Collaborates with RepPayee to meet participant's Individual Financial Plan (IFP).
- Cover open shifts 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

- Excellent organizational skills, attention to detail, interpersonal skills
- Management or supervisory experience preferred
- Ability to prioritize tasks
- 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.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to work flexible hours and days
- WA drivers' license and verification of good driving record, insurance, and reliable transportation
- Ability to pass a criminal background check

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I reviewed this Job Description and understand the expectations of this job. If I need an accommodation to perform any of the above, I will contact the HR Department.

Employee's Signature: _____

Date: _____