



## Supported Living (SLP) Coordinator

### POSITION DESCRIPTION

The SLP Coordinator is a full-time leadership position, responsible for the coordination of contracted residential services within a team setting and defined caseload. This position aligns with this agency's efforts to undo institutional racism, build cultural competence, and serve an increasingly diverse population.

### ORGANIZATIONAL REPORTING RELATIONSHIPS

**Department:** Supported Living

**Supervisor:** Supported Living Manager

**Other key relationships:** Director of Supported Living, Scheduling Coordinator, Quality Assurance Coordinator, Direct Support Professionals (DSPs), Clients and their Guardians.

### JOB SUMMARY

The SLP Coordinator is a member of the SLP supervisory team leading a team of Direct Support Professionals in managing a caseload of participants receiving contracted supports. The SLP Coordinator ensures that ISP goals are being addressed, that contracted hours are being met, and that the Residential guidelines are followed as well as the Washington Administrative Code specific to residential supports.

### ESSENTIAL FUNCTIONS

- Supervises a team of DSP staff
- Assists with orientation and training of new staff
- Works with staff to ensure ISP support goals and hours are being met.
- 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 ISP meetings
- Writes and revises ISP goals. Assists in writing Positive Behavior Support plans every six months or as needed
- Updates Participants' ISPs in Therap every six months or as needed.
- Assists the DSPs in finding housing for participants in transition
- Communicates directly with DSHS case manager regarding client needs and developing issues
- With the help of DSPs, plans monthly events for Participants
- Provides staff mentoring
- Works with Healthcare Coordinator to maintain appointments for participants.
- Facilitates weekly team meetings to address client and team needs.
- Works to ensure the department is operating within WAC regulations.
- Assist Program Director and Manager in Audit preparation
- Reviews and follows up on T-logs and S-comms that are caseload specific

- Maintains the Medical and Service refusal forms and update them every six months.
- Creates weekly schedule for their DSP team in Therap.
- Works with Quality Assurance Coordinator and Healthcare Coordinator in addressing client 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
- Reviews and follows up on ISP data entries in Therap
- Review staff timesheets at the end of each pay period for accuracy in timekeeping and shift assignments. Approve staff timesheets.
- Spot checks at client residences (home visits)
- Make sure the hours billed equal to hours reported in Therap and Paychex.
- Assists colleagues on the SLP Supervisory Team as needed.
- Cover open shifts, including overnight 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 or to ask the SLP Manager for assistance in prioritizing 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 review of 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: \_\_\_\_\_