

POSITION TITLE: SELF DIRECTION COORDINATOR

PROGRAM OPWDD/FI/SELF DIRECTION

REPORTS TO: PROGRAM SUPERVISOR

### **MAJOR RESPONSIBILITIES:**

Assist individuals with intellectual disabilities and their families, in the development, utilization, and maintenance of their self-direct services. The Coordinator will be the first point of contact introducing individuals, families, and newly hired staff to our agency's policies and procedures. This position requires a high level of being personable and providing customer service

### **DETAILED RESPONSIBILITIES:**

- Work with individuals and brokers to initiate and complete the Self-Direction process.
- Working closely with Quality Improvement in obtaining and reviewing required documents for launch
- Working closely with Program Supervisor in obtaining and reviewing required documents for newly hired staff
- Assist with new hire process
- Attending and conducting all launches and staff orientation
- Read and respond to emails within 24-48 hours
- Return all voice mails within 24-48 hours
- Completes all assignments promptly.
- Keeps abreast of changes in the field.
- Performs other related duties as requested.

### **QUALIFICATIONS:**

Ability to follow instructions and respond to management's directions accurately and efficiently.

- Personable and energetic
- Must demonstrate exceptional communication skills.
- Demonstrates accuracy and thoroughness.
- Monitors own work to ensure quality is met.
- Must be able to work independently with minimal supervision, prioritize work activities and use time efficiently.
- Must be able to stay focused and concentrate under normal or heavy distractions.

I have read and understand the above description.

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

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- Must be able to demonstrate and promote a positive team-oriented environment.
  - Must be able to maintain confidentiality
  - Must maintain a professional and clean appearance at all times consistent with company standards.
  - **REQUIRED > PPD (TB Test) with proof of results**
  - **REQUIRED Must possess a Valid NY State Driver's License and Insured Vehicle W/ 100/300 Bodily Injury Liability Insurance**

### EDUCATION/TRAINING/EXPERIENCE:

- ♦ HS Diploma
- ♦ Experience working in the OPWDD field (preferred)
- ♦ Bi-lingual (Spanish)

### CATEGORY:

- ♦ NON-EXEMPT

I have read and understand the above description.

Print name: \_\_\_\_\_

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