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newcommunityalternatives.com

Job Posting

Community Alternatives is dedicated to providing unsurpassed, individualized quality care that meets the total needs of each person. Community Alternatives believes every person is entitled to maximize his or her potential as a human being and as a member of society. Our employees enjoy a casual work environment, opportunities for development, insurance, 401K, paid time off and a real opportunity to make a difference.

RESIDENTIAL COORDINATOR Full Time

The Residential Coordinator works under the direct supervision of the Operations Manager to perform the coordination and supervisory work necessary to ensure the provision of support services for members supported by Community Alternatives. Coordinators must adopt a person centered approach that fosters self-awareness, personal growth and gives each member the strongest voice with regards to decision making and lifestyle choices.

The role of the Coordinator is a middle management position requiring efficient and effective oral and written communication skills, the ability to problem solve independently and expeditiously and someone who is dependable and motivated. This individual will orchestrate all aspects of supports to the members being served and direct and supervise all employees assigned to each member's home.

Duties and Key Responsibilities (include, but not limited too):

Leadership/Supervisory

- Provide leadership to all teams acting as a positive role model and behave in a manner that positively reflects the company at all times.
- Assist with the orienting, training, disciplinary and evaluation process' of Team Members, oversee completion of necessary documentation including, but not limited to, progress notes, billing notes, money logs, census logs and personal care records ensuring those records are accurate and complete and submitted timely.
- Coordinate distribution of weekly/monthly paperwork.
- Conduct team meetings on a regular basis; using this time efficiently to train, problem solve, motivate and mentor each team.
- Ensure that Team Members are embracing the philosophy of person centered planning, with regards to decision making and lifestyle choices, enabling persons supported to take control of their own lives, increasing independence.
- Confirm all personal care and supportive home care tasks are carried out in line with the needs, wishes and preferences of the person supported, following the ISP and or Plan Of Care (POC).
- Encourage Team Members and individuals to take an active role in the community, by accessing local facilities and community resources. Assist with facilitating relationships with family, friends and neighbors, in the spirit of social inclusion.
- Develop and implement Individual Support Plans (ISP's and/or POC's) and attend necessary ISP reviews.
- Work in partnership with Care Managers, and other professionals, to maximize quality of life for members.
- Enforce all company policies and procedures and any applicable statutory requirements.
- Under the direct management of the supervising RN, ensure that members supported are receiving the correct medication at all times, per established policy and procedures, and as directed by treating physician.

- Take an active role in coordinating health care needs in concert with the Attending Physicians, Community Alternatives RN, Team Lead and member. Report any changes in physical, cognitive or emotional conditions promptly to supervisor.
- Generate monthly schedules for Team Members working within the necessary budget constraints.
- Report any maintenance concerns or safety hazards to supervisor in a timely manner and confirm that the household is maintained in a clean and habitable condition.
- Promptly report any incident/accidents to supervisor and facilitate the completion of incident/accident reports and review that each report is complete, accurate and reported within the mandatory timeframe.
- Responds and acts appropriately to disaster situations.
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.
- Maintains all certifications required for employment and meets all training requirements.
- Copies special paperwork and/or forms as necessary.
- Must be available for a rotational “on call” scheduling.
- Additional duties as assigned and directed.

Direct Support

- Become fully trained and able to carry out all facets of personal and supportive homecare tasks in the event a Team Member is unavailable to carry out such duties.
- Assist with meal and menu planning, paying special attention to dietary restrictions/needs.
- Provide assistance with transportation.

Successful candidates will have:

- Good written and organizational skills
- Supervisory Experience
- PCW or CNA certified
- Ability to work independently
- Ability to manage financial records
- Great communication skills
- The expectation to work holidays, evenings and weekends when needed!

HOW TO APPLY

For more information and a full job description please contact Vicki Brown or Julie Miller at 715-526-5573. Applicants can submit a resume and cover letter outlining how they meet the specific requirements of the position to ybrown@newcommunityalternatives.com. Applicants may also drop off a resume at Community Alternatives office.

CLOSING DATE – 9/22/2019