

Independent Living Services (ILS) Coordinator Job Description

Reports To: Supported Living Services Manager

Position Overview: Under the direction of the SLS Manager, the ILS Coordinator is responsible for overseeing and managing all Independent Living Service functions, ensuring compliance with program goals and requirements, including participant communications, education and advocacy. Conducts assessments and develops participant Individual Program Plans (IPPs) and Individual Service Plans (ISPs) related to Independent Living Services which includes housing and supporting independent living. Applies general principles of social adjustment to the specific needs of participants, including thinking creatively, developing innovative solutions to problems and using person-centered thinking. Collaborates with other PFI programs to provide participant support. This is a full-time, non-exempt position.

Essential Duties & Responsibilities:

A. Participant / Client Support Services

1. Assists in evaluation & provides intake on new referrals; monitors ongoing cases.
2. Provides orientation for new participants and develops an Individual Service Plan (ISP) for each participant; develops activities and strategies to implement each participant's ISP based on individual needs and preferences.
3. Attends Individual Program Plan (IPP) meetings with participants and interdisciplinary teams to establish individualized goals and objectives for ISPs.
4. Provides assessments of individual participant needs and assists participant and appropriate family, guardian, and others in participant's life with support strategies for successful outcomes.
5. Works with participant on IHSS updates/renewals, housing updates/renewals.
6. Provides ongoing coordination of support services for participants, such as teaching, coaching and offering mentorship.
7. Utilizing a 'circle of support' and based on each participant's interests, abilities and preferences, assists in developing a schedule of activities and strategies in a daily, weekly or monthly plan.
8. Monitors and reviews home and community safety practices and procedures for participants.
9. Adheres to the rights and privacy of participants and maintains confidentiality of information (as per HIPAA guidelines).
10. Maintains and/or is familiar with protocols for services to participants in emergency situations.

B. Case record management and other required documentation

1. Maintains accurate documentation to monitor progress.
2. Work with Program Manager to ensure compliance with all requirements and to promote the success of program goals.
3. Ensures timely completion of all progress reviews and reports, and other service documentation (ISPs, Special Incident Reports, etc.), as applicable.
4. Provides quarterly and annual program evaluation statistics and analysis for Outcomes Reports.
5. Provides reports as required.

C. Agency Liaison and Manager Communications

1. Meets regularly with other PFI program managers, Regional Center staff, parents, family, care providers, and consultants regarding client needs, or other issues relating to community-based services for people with developmental disabilities.
2. Promote good relations for the program and for PFI with above, local, state and other agencies, as well as with individuals and the community at large.
3. Advocate for participants to have a quality of life.
4. Communicates to the SLS Manager the changing needs of the ILS program; any problems or barriers to program success.

D. Other general responsibilities

1. Promotes respectful and dignified relationships with and between participants.
2. Ensures a safe and secure work environment, following PFI’s Safety Plan.
3. Assumes on-call/after- hours responsibilities as scheduled.
4. Maintains a professional manner in all aspects of the job.
5. Maintains punctuality, confidentiality and ethical practices.
6. Other duties as assigned.

Qualifications and Knowledge, Skills and Abilities:

1. B.A. or B.S. degree or equivalent experience in education, coaching or mentorship.
2. Knowledge in the field of developmental disabilities.
3. Excellent organizational, written and oral communication skills
4. Ability to interact effectively with persons of all backgrounds and communication styles
5. Demonstrated ability to work effectively with program staff, other departments and cooperatively with diverse external collaborators (parents, family, Regional Center, other agencies).
6. Ability to apply general principles of social adjustment to the specific needs of individuals, including thinking creatively and developing innovative solutions to problems.
7. Be of good character with a reputation of personal integrity.
8. Ability to be flexible and patient; using tact and diplomacy in a variety of situations, treating people with respect and dignity.
9. Ability to coordinate with, and support staff that work independently.
10. Required: Background check and fingerprint clearance, TB clearance, current CPR and First Aid Certification (or completed within 30 days of hire), valid California driver's license with access to a reliable personal vehicle that can be used for company business, clean DMV printout with current personal automobile insurance.
11. Microsoft Office experience required; Google Suite helpful.
12. Bilingual helpful (English/Spanish)

Hours of Work: Monday through Friday, 8:30 to 5:00 with additional hours required at irregular intervals.

Benefits: Standard benefits program as outlined in the Personnel Policy Manual which includes medical, dental, vision and life insurance, 403(b) plan and paid time off.

I have read and understand the above Job Description and am able to perform all of the described functions:
 With no accommodation With accommodation, describe the accommodation:

Employee Name

Employee Signature

Date