

**FULL TIME HOME COORDINATOR
FT HC #1**

SITE DESCRIPTION: Homes to be decided

POSITION RESPONSIBILITIES: Supervision of all personnel functions at the assigned home: scheduling of staff to ensure appropriate supervision levels at all times; train, supervise and evaluate staff, orient and schedule relief staff as needed; supervision of all general operations of the home; monitor general maintenance of home and promptly report any needed repairs; operate home with established budget; maintain appropriate facility records; monitor daily condition of home as it relates to health and safety; provide direct care services as needed; supervision of all client services; develop and implement individual program plans; maintain client records, secure generic services; provide client transportation; advocate for needs and interests of clients per principles of normalization and positive intervention culture; maintain and follow Medication Passing procedures; ensure 24 hour on-call back-up for facility; and all other duties as assigned.

HOURS OF THE POSITION: Work hours frequently fluctuate to meet the needs of the homes, evenings and weekends are likely. This position is exempt, Full-Time salaried will discuss at interview. Requires Ohio Driver's License, car, good driving record and current insurance. This benefit package includes complete medical, dental, life and disability insurances, paid vacation and sick time.

POSITION AVAILABLE: October 17, 2020

**CONTACT PERSON: PATTY DENHAM, SENIOR OPERATIONS COORDINATOR/
SARAH MENKE, HUMAN RESOURCE MANAGER**

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