



*building community  
and empowering people  
with disabilities*

To provide an innovative array of services and supports to individuals with intellectual disabilities that will enhance their quality of life. To intentionally promote community inclusion and acceptance which will foster each individual's unique abilities to grow, learn and contribute to their community. Person-centered services that is responsive to the changing needs of the individual and family in a dynamic landscape of the service delivery system. Candidates should focus on individual choice and promote self-direction by developing opportunities for: learning; community participation; and good citizenship. All residential environments are required to be safe, integrated, and healthy to nurture a climate of teamwork, respect and accountability for all. To ensure a diligent stewardship of local, state, federal and donor fiscal resources by scrupulous management. Ardmore is an Ohio Department of Developmental Disabilities certified Supported Living, Individual Options (IO), and Level 1 waiver provider.

## **ARDMORE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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

**SITE DESCRIPTION:** Howe Avenue is near the busy shopping district of Chapel Hill. This hidden oasis is home to 2 guys and 2 ladies. They are living the retired living lifestyle! Support staff can be expected to provide gentle care to the people who live here. Some of the interests include; going out for a milkshake at the local Steak and Shake, catching a matinee on the weekend, visiting with their friends and checking out local car shows. The pace is slow but the rewards come quickly.

The Maplepark home is located in Stow. The modest ladies who live here have requested they have female support staff in their home. They also provide an agency van for transportation while on shift. As a support staff you can expect to be regularly going to assist volunteering at the pet rescue One of A Kind, walks in the neighborhood, going out for a cup of coffee, crafts at Pat Catan's and helping them spend time with family and friends. Their plans individually in the community are important to them, because they live together and it does not mean they want to do everything together.

**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.

**REQUIREMENTS:** High School diploma or equivalency i.e., GED; B.A. or related course work towards in field desired; experience with autism and DD preferred. Must have one or more years of experience with DD population; supervisory experience preferred.

**POSITION AVAILABLE: IMMEDIATELY**

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

**POSTED: October 10, 2018**