

## **FULL TIME HOME COORDINATOR**

### **FT HC #1**

**SITE DESCRIPTION:** Past six corners in Tallmadge three women share the Eastwood home. Support staff will find more senior type activities happening here. The ladies enjoy getting their nails done, making crafts, playing games, dressing up in nice clothes shoes/jewelry and collecting dolls. They enjoying going out to have coffee, going dancing, local festivals, lunch at McDonald's on the weekends and places they can meet up with friends in the community. Doing things separately is important to them. One of the women enjoys helping children and babies (people and animals!) and another loves the Wizard of Oz.

Howe Ave is near the busy shopping district of Chapel Hill. This is a hidden oasis where the 2 guys and 2 ladies enjoy a retired living lifestyle. Support staff can be expected to provide gentle care to the people who live here. Some of the interests they have are going out for a milkshake at the local Steak and Shake, lunches with friends, catching a matinee on the weekend, playing Bingo at the Ellet Bingo Hall on Wednesdays and checking out local car shows. The pace is slow but the rewards come quickly.

**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: July 4, 2021**

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

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