

Position Title: ProWorks Program Coordinator

Position Summary: ProWorks' Program Coordinator, in cooperation with interdisciplinary teams, develops Individual Program Plans (IPP); oversees the implementation and evaluation of each IPP, and provides training and supervision to ProWorks' instructors. The Program Coordinator is directly responsible to the Director.

Beginning Annual Salary: \$23,520 to \$31,360 (1960 hours)

Responsibilities and Essential Functions:

- 1) The Program Coordinator's position is "exempt." The Program Coordinator will usually be available during "regular" program times; however, being an "exempt" position allows a degree of flexibility.
- 2) Develops, implements and evaluates a Risk Management Plan for every person receiving ProWorks' services; this responsibility includes the supervision and training of ProWorks Instructors, and deciding how, when and where individual training and care services will be provided.
- 3) Develops, implements and evaluates an IPP for every person receiving ProWorks' services; this responsibility includes the supervision and training of ProWorks instructors, and deciding how, when and where individual training and care services will be provided.
- 4) Assists ProWorks' Director with the recruitment and hire of "new" employees, orientation/training and discipline of all other personnel. The Program Coordinator provides a "positive" role model to ProWorks' consumers and employees.
- 5) Increase public awareness of ProWorks' services through various media resources and events.
- 6) Develops and maintains a working relationship with other private and government agencies serving persons with physical, intellectual or emotional limitations.
- 7) Responsible for updating and maintaining client program files.
- 8) Maintains a working knowledge of and practices adherence to all written and unwritten ProWorks policies and procedures, MnDHS Consolidated Rule, Minnesota Vulnerable Adult Statutes and Rule and all other applicable Federal, State, County and City laws, standards, ordinances, practices or rules.

9) ProWorks, by its very purpose, provides training and assistance to persons with developmental disabilities; it is imperative that the Program Coordinator is able to meet all known or yet to be discovered needs of individuals' receiving services, and with this purpose in mind, it is furthermore required that the Program Coordinator possess an exceptional ability to relate to people, counsel and problem solve for individuals requiring such assistance; a Program Coordinator must be physically and emotionally capable of placing a manual restraint on a person whose behavior presents an endangerment to themselves or others.

*Note: this requirement is actually a qualification that cannot be readily observed or quantified, but is also an "essential function" of the Program Coordinator's position.

Qualifications:

- 1) Bachelors Degree in Special Education or a related field of study and one year of experience providing services to persons with disabilities.
- 2) Must speak, read and write "fluent" English
- 3) MN Class C Driver's License and an "acceptable" Motor Vehicle Record (MVR)
- 4) American Red Cross Standard First Aid Certification
- 5) American Heart Association Basic Rescuer Certification