

**CORNERSTONE COMMUNITY HOMES
DAY PROGRAM COORDINATOR
JOB DESCRIPTION**

The Day Program Coordinator is responsible for supervising Day Program Professionals in carrying out the Individualized Day Program Plans of Cornerstone clients with developmental disabilities and serious behavioral issues. The Day Program Coordinator will work with the day program staff to ensure that the clients receive the individualized prescribed programming in a community setting that supports the personal needs and goals of their plans.

Responsibilities

Under the direction of the Director of Program Services, the Day Program Coordinator is responsible for the following:

- Day-to-day supervision and training of Day Program Professionals in strategies for development of each assigned client's behavioral, communication, and skill goals. This requires a thorough knowledge of each client's Individualized Day Program Plan, and the ability to teach and communicate effectively with Day Program Professionals.
- Providing monthly one hour training to Day Program Professionals in a group setting on such topics as data collection, scheduling, supportive relationships, basic care, and behavioral interventions. This includes coordinating plans with Program Managers in the hour before the meeting.
- Publishing and distributing a Day Program Activities Calendar on a monthly basis that is designed for teaching community integration skills and providing social and recreational opportunities. Requires sending daily text messages to all Day Program Professionals to coordinate group activities.
- Ensuring that the clients are transported to and participate in these activities with full involvement from the Day Program Professionals who are responsible for each individual client's care. The Day Program Coordinator is expected to be an active participant at all calendared group events.
- Teaching art, exercise, or music classes as needed and supporting Day Program Professionals in preparing and presenting activities. Organizing special events such as holiday celebrations, including decorating the party room, coordinating food, games and dance music.
- Reviewing the clients' daily program notes taken by Day Program Professionals. Tallying behavioral and skill goal data into a specified format, and writing a narrative overview and analysis of the data for each client's quarterly day program report. Updating individual weekly schedules as the need arises.
- Purchasing of supplies for day program activities including food for the cooking class, art

supplies, and sports gear within a budgeted allowance for general program expenses.

- Scheduling coverage for Day Program Professionals' vacations, sick time and other time off in collaboration with Program Managers. In the event that staff coverage is not available, the Day Program Coordinator will step in and provide temporary care and supervision to the client, and follow the client's usual schedule.

Supervision

The Director of Program Services is the direct supervisor of the Day Program Coordinator. The Day Program Coordinator will also be expected to work cooperatively with the Program Managers of the Cornerstone facilities in which the clients reside.

Job Requirements

- Attendance at monthly staff and day program meetings.
- Attendance at monthly Cornerstone In-Service Trainings. Must meet regulatory requirement of 12 hours of training per year.
- Working knowledge of Title 17 Regional Center and Title 22 Community Care Licensing abuse reporting regulations. *As a mandated abuse reporter, the Day Program Professional must have the ability to recognize the obvious and suspected signs of abuse, and is responsible for understanding and following abuse reporting policies and procedures.*

Qualifications

- **Prerequisites:** Must be at least age 21 and comply with Community Care Licensing personnel requirements: have a criminal record clearance, evidence of good health (physical) and a negative TB test.
- Minimum of three years' direct support experience in programs for the developmentally disabled, including supervisory experience.
- Successful completion of the following Cornerstone trainings: General Orientation, First Aid, Basic Care, Medication, and Crisis Intervention.
- Direct Support Professional (DSP) – Year 1 and Year 2 certification.
- Good written and verbal communication skills.
- In addition, a clean driving record, with insurance company approval to operate Cornerstone vehicles, is required.

Compensation

The Day Program Coordinator is a non-exempt, full-time position of 40-hours per week with pay of \$18.00 per hour and vacation, sick leave, and other employment benefits. The hours of the position are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Contact

Please contact Jim Rosetti, Assistant Director of Program Services, at 415-472-8600, ext. 21 or jrosetti@cornerstonecommunityhomes.org.