



Serra Center

POSITION: Independent/Supported Living Skills Instructor / Support Coordinator
SUPERVISOR: Program Supervisor
STATUS: Non-Exempt

Independent and Supported Living Services provides livings skills training to individuals with developmental disabilities whom reside in their own home or apartment, in the community of their choice. The frequency and type of Instruction is determined following assessment of each individual's need and their expressed preference for services.

DUTIES AND RESPONSIBILITIES:

1. Provide livings skills instruction as defined in the Individual Support Plan (ISP), with the purpose of maintaining and/or enhancing independent functioning in the community.
2. Instruct and/or assist clients with managing their health and medical needs, including but not limited to medication administration and treatments as designated or prescribed. Ensure routine medical appointments/needs are fulfilled.
3. In accordance with Title 17 Regulations, provide on going monitoring, tracking and analysis of client progress via required documentation (quarterly or semi-annual progress reports, living skills assessments, budget reports, special incident reports, program hour forms, etc).
4. Participate in the ID Team process and assist with developing a person-centered support plan.
5. Coordinate with other team members and co-workers to facilitate client care needs.
6. Act as a liaison between the clients we serve and the Regional Center, Housing Authority, Social Security, Medi-Cal, family members, community resources, job placement agencies, and others as applicable. Ensure entitlements are received and maintained.
7. Act as an advocate for the clients served and comply with Mandated Reporter regulations.
8. Attend client related meetings (i.e. annual ISP, quarterly, Work/Program, IDT, etc.)
9. Attend trainings and staff meetings as assigned.
10. Perform duties and responsibilities in accordance with Serra Center Policies and Procedures.
11. Other duties as assigned by Supervisor.

REQUIREMENTS:

1. AA Degree and experience working with the developmental disabled population preferred.
2. Knowledge of social service programs and benefits.
3. Proficient mathematical, written and verbal communication skills.
4. Strong analytical and problem solving skills.
5. Ability to multi-task and prioritize. Organization is a must.
6. Ability to work independently and within a team.
7. Valid CA Driver's License and reliable, insured transportation. Travel to client required.
8. Department of Justice (DOJ) clearance, fingerprinting, pre-employment Physical & TB.
9. Willingness to provide compassionate care to the developmental disabled population.

I understand the duties listed above and as explained by my supervisor.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____