

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

SITE DESCRIPTION: The Emerald home is located in Akron. The modest ladies who live here have requested they have female support staff in their home. As a support staff you can expect to be assisting with regularly going to volunteer at the pet rescue One of A Kind, walks in the neighborhood, going out for a cup of coffee and supporting them in to spend time with family and friends at their home and in the community. 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.

The Pfeiffer home is located in Ellet. The three young men have lived together since they were children. Now in their 20's, they are very active and appreciate staff who can facilitate opportunities for them to share their interests with others. Swimming, hiking, baseball, dinosaurs, sports, baking treats and listening to music are some of their hobbies. Windemere Elementary School is nearby with a playground they enjoy swinging and shooting hoops at. Support staff can expect to be going with the young men to the Ellet Library, Chapel Hill mall and stopping by Circle K for a pop, University Park YMCA, UDS sports practices and Springfield Lake. One of the young men is an active member of his church, Shiloh Baptist, and participates in choir, special events and Sunday services each week. Promoting and lending support for the young men to spend time with their families is expected of the staff.

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: May 31, 2023

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

POSTED: May 8, 2023