

# RURAL HUMAN SERVICES JOB DESCRIPTION

Revision Date 100518

<b>JOB TITLE:</b> Helping Hands-PA Coordinator		<b>DEPARTMENT:</b> Helping Hands
<b>LOCATION:</b> 286 M Street, Suite A	___ part-time: ___ Hrs ___ full-time	<b>DATE APPROVED:</b>
<b>REPORTS TO:</b> Fiscal Director		<b>Jobs reporting to this position:</b> NONE
<b>SHIFT:</b> Days and Times May Vary up to 40 hours per week		
<b>GENERAL DESCRIPTION</b> The primary focus of this position is to provide supervise program staff and support to person served maintaining the lifestyle of their choice. Ideally, this promotes healthy choices by assistance with the routine activities an independent lifestyle requires building these skills thereby enabling person served to sustain a home within their community, surrounded by family and friends. <b>DO NOT GIVE OR EXCEPT GIFTS FROM THE PERSON SERVED.</b>		
<b>ESSENTIAL DUTIES</b> <ol style="list-style-type: none"> <li>1. Supervise all program staff for Helping Hands.</li> <li>2. Coordinate with program staff to maintain a safe work environment for working with clients.</li> <li>3. Maintain and submit all reports for the program.</li> <li>4. Process monthly billing for payment or assign appropriate staff person.</li> <li>5. Assisting person served in building skills to live in their own homes with support available to deal with the consequences of decisions.</li> <li>6. Assisting person served with building skills with fiscal management/budgeting matters.</li> <li>7. Assisting person served with building skills with meal planning, shopping, preparation, cooking, clean up and storage activities.</li> <li>8. Assisting the person served in building skills with routine household activities aimed at maintaining a clean and safe home.</li> <li>9. Assisting the person served with building skills towards locating, scheduling, and transporting to appropriate medical, mental health, and dental services.</li> <li>10. Assisting the person served in building skills to effectively use the transportation system, police, fire, and emergency services available to the general public.</li> <li>11. Assisting person served in building skills in order to meet with or respond appropriately to governmental agencies and personnel.</li> <li>12. Assisting person served with communication devices</li> <li>13. Assisting person served with inclusion in Social/recreational activities</li> <li>14. Assisting person served participate in self-advocacy activities and activities in home or outside in the community</li> <li>15. Assisting person served with bathing/dressing/grooming</li> <li>16. Assisting person served with range of motion and other exercises</li> <li>17. Assisting person served with prosthesis care and assistance</li> <li>18. Maintain documentation; case notes, timesheets, and all person served contacts of records of service delivery for monitoring and billing purposes</li> <li>19. Other duties as assigned.</li> </ol>		
<b>QUALIFICATIONS</b> <ol style="list-style-type: none"> <li>1. Minimum: High School Diploma or equivalent, plus education and/or experience demonstrating ability to work with the developmentally disabled.</li> <li>2. Previous Supervisor skills.</li> <li>3. Knowledge of proper English grammar, usage, and spelling.</li> <li>4. Able to pass background check, drug screening, DMV print out, and TB Test.</li> <li>5. _____ le insurance *</li> <li>6. Certified in CPR/First Aid **</li> <li>7. Certified for ServSafe food handlers card</li> <li>8. Ability and willingness to communicate and work effectively with supervision and staff as a team member, as well as independently.</li> <li>9. Ability to follow directions.</li> <li>10. Have empathy and understanding of the RHS mission/vision statement.</li> <li>11. Ability to maintain a professional relationship with person served.</li> <li>12. Ability to deal with the public in a courteous and friendly manner.</li> <li>13. Ability to maintain confidentiality.</li> <li>14. Ability to work under pressure.</li> <li>15. Must be computer literate/able to work with various software; spreadsheets/perform basic data entry functions, etc.</li> </ol> <p style="margin-top: 10px;">* If employee is required to drive for work purposes                  ** if employee position requires it</p>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_