

JOHN F. MURPHY HOMES, INC.
JOB DESCRIPTION

POSITION: Shared Living Coordinator (SLC)-I	JOB CLASS: Regular, Non-exempt; Level I
REPORTS TO: Shared Living Director	EFFECTIVE DATE: Sept. 2020

I. SUMMARY STATEMENT: (Purpose, objectives and functions of the position)

The Shared Living Coordinator works with the Shared Living Director in guiding the day-to-day operations of the shared living program. The SLC is responsible for the Behavior Management Plan (BMP) development and updates the plan with the team and the psychologist. Also, the SLC assists the Director in recruiting SL Home Providers and ensures that a safe, clean, comfortable, healthy and supportive environment is maintained.

II. JOB ANALYSIS:

Assists with follow through of bi-monthly home visits/phone contacts and complete the Shared Living (SL) Home Visit Review Tool annually to ensure compliance with shared living regulations as prescribed by Department of Health and Human Services/Office of Aging and Disability Service (DHHS/OADS), MaineCare and JFM standards of care. Be responsive to SL provider and the people supported in the SL home. Maintain and document regular communication on contacts made with home providers. Management of every aspect of the BMP including training on the plan with the people's provider and day programs. Coordinators are responsible for all Enterprise Information System General Event Report entries and follow-ups within 30 days thereafter. Facilitate Person Centered Service Planning as it relates to SL for each person and follow regulatory and agency policies on entering information into EIS. Work collaboratively with other service professionals, including but not limited to physicians, therapists, guardians and clinicians. Assist SL providers to monitor all required medical and other appointments for persons supported. Assist in the growth and development of new SL homes by answering vendor calls and other appropriate follow up leads.

III. PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1. COMMUNICATION:** Must communicate in a clear and courteous manner with others and follow written and verbal directions that actively support JFM's goals and philosophy. The SLC will help to facilitate communications between JFM and SL Providers. As such, the SLC will assist in overseeing the SL Providers performance by completing bi-monthly home visits. Must model positive behavior and be consistent and appropriate in offering feedback, coaching and support for the SL provider and the people they support. Communicates with DHHS/OADS staff, case managers and community case managers as necessary.

Communication / interactions with people supported must always be respectful and in a manner in which the person likes to be addressed and engaged, consistent with how the staff interacts and communicates with all other people of the same age. This includes meeting the person's preferences regarding name to be used, communication style, tone and volume of voice, and technique. Such interactions / communication may need to be revised regularly

during the interaction according to input or feedback from the individual. Respectful interaction and communication style and technique is of particular importance in challenging or difficult situations.

Staff communication (to include non-verbal communication such as gestures or facial expressions) that concerns the people supported shall never be conducted in the presence of the individual as if the person is not present. Furthermore, when discussions or interactions in the presence of the person supported shall always include the person, with full acknowledgement of the person's presence and provide opportunity for the person to participate, regardless of the persons' interest or ability.

2. **DOCUMENTATION:** Organize and prioritize the tasks of the job for maximum efficiency and be responsible for documenting every other month home visit in the State mandated Shared Living Home visit/phone contact log.
3. **SAFETY:** Follow JFM procedures and guidelines that will assure the health and safety of oneself, the people served, SL providers and coworkers.
4. **FINANCIAL:** Assistance in managing the financial affairs of the facility is delegated to all employees, which include following approved guidelines, requesting appropriate materials and equipment to Director and documenting billable hours.
5. **TEAMWORK:** Maintaining a sense of team spirit and cooperation is a goal for all JFM employees. It is important that we work cooperatively within the team, manage change constructively, communicate clearly, and represent the team positively.
6. **TRAINING:** The SLC is responsible for his/her personal development by pursuing appropriate job training and staying abreast of new developments and agency policy.
7. **COMPLIANCE / REPORTING:** The Shared Living Coordinator is accountable for compliance with JFM procedures, policies, and federal /state / local regulations. These include, but are not limited to restriction of rights, abuse/neglect/exploitation reporting, behavior and quality assurance reporting. Any knowledge or suspicion of abuse, neglect, or exploitation or any concerns that impact the safety, health or wellbeing of a person served must be reported immediately to the SLD or other management official.
8. **DRIVING & VEHICLE USE:** The Shared Living Coordinator shall maintain a valid Maine Driver's License with a good driving record.
9. **SCHEDULING:** It is expected that employees are punctual in working the scheduled hours, arrive to work on time and work to the end of the shift. The Shared Living Director holds primary responsibility for developing the staff schedules. The Shared Living Coordinator may be expected to work beyond scheduled hours (evenings/weekends) to accommodate SL Provider needs.
10. **OTHER:** May participate on JFM committees or work on other projects at the request of the supervisor. Other related duties may be added to this job description as needed.

IV. JOB COMPONENTS:

1. Confidentiality: Daily contacts with sensitive issues are the norm. All activity requires conducting business with strict adherence to confidentiality.
2. Decision-Making: The Shared Living Coordinator is responsible for routine decisions relating to the needs of the program. Any non-routine decisions are to be referred to the supervisor.
3. Contacts (internal and external): Interfacing with others both within and outside JFM is constant and essential. The Shared Living Coordinator will attend meetings to communicate program initiatives and needs.

V. QUALIFICATIONS:

- A. Education / Experience: Must be at least 18 years of age with High School Diploma or GED. Current CDS, first aid/CPR and PDT certifications. 0-5 years experience working with people with developmental disabilities, case managers and guardians. Experience in the Human Services field highly desirable. Ability to use a variety of computer software is highly desirable.
- B. Skills/Abilities: Familiarity with terms used in the social work field and experience with DHHS / OADS agencies desirable.
- C. Other: Valid Maine driver's license with good driving record required.

I have read and understand the above job description and will perform these duties to the best of my ability and knowledge. I have been given the opportunity to ask any questions I may have regarding this position and understand that the supervisor is available to give clarification on its contents. I understand that this is not a contract of employment and that the duties, responsibilities and conditions outlined may be modified to meet organizational need.

Printed Name: _____

Signature: _____

Date: ____/____/____