



The Jewish Community Center has an opening for a full time, nonexempt **IN Program Coordinator** to join our Adult Day Center team. The center is open Monday-Friday, 7:30am-6:00pm and candidates should be available to work their assigned schedule within that timeframe as well as be available for occasional evening or weekend special events.

Position Overview

The IN Program Coordinator administrates, develops, and implements day program services for young adults with developmental and intellectual disabilities to help them further develop their social and living skills. This position is responsible for daily activity implementation of the IN program and coordinating with IN participants, their families, the *CONNECTIONS* program within Adult Day Center, other departments within the JCC, and other external agencies. Additionally, the IN Program Coordinator serves as a staff liaison between the Adult Day Center's IN program and the JCC's Inclusion Department.

Duties & Responsibilities

- Plan, promote and arrange all logistics for IN, a program for young adults age 18 and older with Intellectual/Developmental Disabilities. Collaborate with local organizations as well as JCC departments to identify volunteer and recreational opportunities for program participants.
- Communicate daily with parents/guardians/participants to discuss progress and address their concerns. Ensure supervisor is informed of any concerns and notified of any communications which are sent out, as appropriate.
- Together with Adult Day Center team, plan marketing and outreach efforts to promote the program and recruit new participants. Establish and maintain positive working relationships with DHSS/DMH case managers, SSD transition coordinators, and all other potential community referral sources.
- Develop and implement strategies to ensure that maximum possible participant attendance is achieved daily.
- Hire, train and supervise IN program activity staff, as required to support programs. Prepare, approve, and submit payroll per agency guidelines.
- Ensure all new participant enrollment documentation is secured; including application, release forms, support plans, medical history, and funding contracts prior to initiating the assessment process. Along with the ADC Care Plan Team, conduct participant assessments to identify individual strengths and support needs to determine eligibility prior to program enrollment.
- Interact regularly with participants and families to develop goals and objectives for program participation and to discuss their expectations of the program. Ensure that individualized goals are recorded, tracked and monitored appropriately for each participant; and that activity staff are adequately trained to support each participant with their goals.
- Responsible for all logistics of the program events such as purchasing food, games, or activity supplies for each program, communications with Building and Grounds regarding transportation and space reservations for each program, arriving 30 minutes prior to start of program to prepare, check in of participants, collect payments and prepare deposit if necessary, etc.
- Collaborate with the Adult Day Center activity team and other departments within the JCC to plan, promote, and arrange all logistics for daily activities, weekly offsite outings and special events each month.
- Supervise participants and ensure they receive support per their needs. Provide guidance to staff and volunteers to enable them to best support the participants.

- Provide direct support to participants of the Adult Day Center, develop and lead program activities, and assist with participant supervision during all off-site activities.
- Prepare, review and maintain daily documentation to ensure compliance per all funding source guidelines. This includes participant progress notes as well as staff documentation and training, and billing. Assist with audit preparation and monthly monitoring visits from state funders.
- Together with Volunteer Coordinator, identify volunteer opportunities; coordinate, train and supervise volunteers to support activities as appropriate. Be sure to clearly communicate expectations to volunteers prior to start of programs.
- Attend meetings as required including, monthly Program Staff meetings, weekly Activity Staff meetings, regular meetings with supervisor, and other program specific meetings.
- Complete all trainings as required by funding source and licensure regulations; including, CPR/FA, PLB Inclusion Training, 5 Module Alzheimer's Training, Positive Behavior Supports, Abuse/Neglect, HIPPA, Medication Aide – Level I, Back Safety, ServeSafe Food Handling, etc.
- Collaborate within the JCC to facilitate the most inclusive environment for new and existing programs.
- Adhere to all JCC and departmental policies.
- Provide quality customer service through prompt and consistent communication.
- All other duties as assigned by supervisor.

Required Qualifications

- BS/BA in an education or human services related field.
- 1-2 years prior experience working with persons with ID/DD.
- Proficiency in documenting and creating individual support plans.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access).
- Strong written and verbal communications skills
- Capable of working closely with adults, teens, and children with disabilities
- Must have the visual acuity to monitor participants and focus near and far.
- Must be self-motivated and highly organized.
- Must be available to work nights and occasionally weekends as necessary for special events.
- Must have a teamwork mentality and excellent interpersonal skills.
- Must be able to assist with the restroom needs of participants (if necessary).
- Physical ability to lift 40 pounds, transfer participants (on occasion up to 250 pounds) and assist participants with mobility (if necessary).

Preferred Qualifications

- Graduate degree in a Human Services related field preferred (MSW, MEd, etc.).
- Some experience in grant writing or fundraising is desired.
- Experience with public speaking, and leading small and large group presentations.
- Prior experience with lesson planning, program development and/or skill instruction.

Per our licensure, Adult Day Center employees are required to become registered with the MO Family Care Safety Registry. Active registration must be maintained for continued employment at our center. American Red Cross CPR/First Aid certification, TB testing, and Hepatitis A vaccine are required in this role per licensure. The J provides training/re-certification, testing, and vaccine if employee does not already have.

Position is subject to a pre-employment background check and physical.

For additional information about the J, please see our website, www.jccstl.org

To apply, please submit your cover letter, resume and complete J application to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email, "IN Program Coordinator". Our application is available for printing on the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.