

Program Coordinator (PC)

Job Qualifications, General Requirement & Summary

Job Qualification: the qualified candidate shall have

- Bachelors in health related field
- Successful completion of a Community Health Worker formal training program such as from a college or other education institution is preferred.
- Minimum of one (1) year supervisory experience work with individual with disability
- Have a minimum of 2 years working experience with Individuals with developmental disabilities.
- Should have some knowledge of MR/DD regulation or willing to learn
- Willing to work outside office with Individuals with developmental disability
- Ability and willingness to provide emotional support, encouragement and motivation to Individuals
- Additional qualifications include: balancing, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, reaching, lifting, repetitive motion, pushing wheelchairs, and lifting up to 75 pound
- Ability to interact positively
- Prior experience with care coordination/care management in a medical setting
- Prior experience with managing competing priorities
- Knowledge of some medical terminology preferred.
- Must have a current valid Driver's license, Registration, Insurance, and a vehicle that passes company inspection and deem safe to transport individual served by Beloved Shepherd, LLC

Duties and Job Requirement:

- Responsible for establishing trusting relationships with Individuals, their families, and Beloved Shepherd, LLC, while providing general support and encouragement.
- Providing ongoing follow-up, basic motivational interviewing and goal setting with Individuals/families.
- Conduct intake interviews with Individuals
- Follow-up with Individuals by home visits and visits to other settings where Individuals can be found.
- Assist Individuals with completing applications and registration forms where applicable.
- Conduct Medicaid eligibility determination, enrollment and follow-up with Individuals.
- Help Individuals set personal goals, and attend appointments.
- Help Individuals connect with transportation resources and give appointment reminders in special circumstances.

- Exhibit excellent working relations with Individual, visitors and staff, effectively communicating Beloved Shepherd, LLC's mission.
- Work closely with the Director of Nursing to help ensure that Individuals have comprehensive and coordinated care.
- Follow-up with Individuals should be continuous from initial identification through closure.
- Work cooperatively with other employees assigned to the same Individuals.
- Be knowledgeable about community resources appropriate to needs of Individuals/families.
- Be responsible for providing consistent communication to the Care Management Coordinator to evaluate Individual/family status, ensuring that provided information, and reports clearly describe progress
- Act as Individual's advocate and liaison between the Individual/family and Beloved Shepherd, LLC service

Job Summary:

We are looking for a compassionate Program Coordinator to oversee the effectiveness and efficiency of services provided by Beloved Shepherd, LLC and support employee in identifying and working towards valued goals. The program coordinator will participate in conducting an on-going training, audit, and monitoring results of services. The program coordinator will be reporting directly to the QDDP and the board of Directors. The program Coordination will help in promoting Beloved Shepherd, LLC's goal and mission. Our mission is to help people flourish and lead full, independent, and abundant lives.

The Program Coordinator shall perform highly responsible duties related to the development, implementation and coordination of Individual Service Plans for individuals with developmental disabilities.