



Providing Services to Persons
 With Intellectual and Developmental Disabilities

NOTICE OF JOB OPENING

Position Title	Coordinator	Position #	DSP300-07
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Facility: Canyon View **Location:** Montrose

Hours/week: 40 - **Hours are variable – will include weekends and on-call**

Minimum Qualifications	High School Diploma, GED, or equivalent. 2 years of direct care experience preferred. Valid Colorado driver's license with acceptable driving record. Previous experience working with people with developmental disabilities is desired.
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Summary	<ol style="list-style-type: none"> 1. Oversight of staff in the daily execution of their duties. 2. Provide initial orientation and training of new staff and ensure completion of the orientation checklists and the six-month competency checklist. 3. Attend and participate in team meeting, staffings, and other assigned meetings. 4. Participate in the development of goals for the persons served and ensure that programs are carried out as written. 5. Administer and/or supervise the administration of medications. 6. Ensure that household chores, meal preparation, and daily personal hygiene are completed per COI standards. 7. Perform personal care duties as needed. 8. Review and/or complete all assigned documentation, which may include, but is not limited to, time sheets, end of month data and ledgers. May purchase supplies of various sorts. 9. Participate in hiring process and staff evaluations, and schedules as assigned. 10. Monitor and assist staff in SP prep and follow through. 11. Rotating On-Call duties for the facility. 12. In the absence of the Manager, ensure that necessary paperwork is submitted in a timely fashion to the appropriate people/departments and oversee overall operation of the residence.
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