



# Southern Caregiver Resource Center

*Caring for those who care for others*

## **JOB ANNOUNCEMENT**

### **SUPPORTIVE LIVING SERVICES COORDINATOR**

#### **SALARY RANGE**

\$66,560.00 - \$75,920.00/annually (\$32.00 - \$36.50/hr.), DOE + benefits and bonus opportunities.

#### **COMPENSATION & BENEFITS**

This position can be remote (in San Diego County only) if applicant has access to reliable and adequate internet connection. Otherwise, applicant can choose to work in the office. Salary commensurate with experience. Full-time employees have access to excellent benefits including generous paid time off, sick time, and 12 paid holidays. Exceptional health, dental, vision, matching 403b retirement plan, and mileage reimbursement.

**PUBLIC SERVICE LOAN FORGIVENESS:** Employment with Southern Caregiver Resource Center, as a non-profit agency, allows individuals with direct student loans to apply for the Public Service Loan Forgiveness Program.

#### **ORGANIZATION**

Southern Caregiver Resource Center (SCRC) is a private, non-profit social services agency that has been offering services to family caregivers of adults with chronic and disabling conditions since 1987. SCRC is the leading provider of free caregiver support services for families caring for frail older adults and adults living with Alzheimer's Disease or related disorders in San Diego County. With a team of highly qualified, professional staff, SCRC supports families through a full range of programs and services such as Specialized Information, Family Consultation/Case Management Services, Respite Care, Short-term Counseling, Legal/Financial Consultation, Education and Training, Support Groups, Employer Resources and evidence-based programs such as CALMA and CG TLC.

#### **POSITION DESCRIPTION**

Reporting to SCRC's President & CEO (CEO), the Supportive Living Services Coordinator (SLSC) is an exempt, full-time position, responsible for the overall day-to-day operations of Supportive Living Services (SLS) through SCRC's newly formed "Flourish" program. The SLSC will collaborate with the CEO, and other key staff to build the program's capacity to support up to 15 clients. This will include implementing SCRC's SLS policies and operations developed by SCRC, using Department of Developmental Services (DDS) and Regional Center guidelines and recommendations. The SLSC will also serve as the Lead Support Professional and ensure the health, well-being, and safety of the individuals enrolled in the program (e.g., individuals living with intellectual disabilities that included but are not limited to Epilepsy, Cerebral Palsy, Downs Syndrome, Autism and ABI/TBI); maintains and adheres to an "on-call" schedule; maintains regular communication with authorized family representatives, power of attorney agents, conservators, and other authorized representatives; manages/coordinates staffing and labor hours to provide the highest quality care and support to individuals served; and recruits/hires/trains and mentors support professional staff. The SLSC will ensure that all required Regional Center requirements (e.g., reporting, Special Incident Reports, Client Charting, Intakes, Assessment, 30-day plans, quarterly and annually reports, etc.) are conducted timely and accurately. The SLSC will write the weekly staff schedule, approve PTO and payroll for each employee working for the SLS. The SLSC also refers family caregivers to SCRC's Family Consultants to access caregiver support services as appropriate. As a supervisor for the agency, the SLSC serves as an ambassador/champion at SCRC, representing the interests of SCRC, and works closely with the CEO, and agency leadership, to create a seamless cooperative work environment that promotes teamwork and a culture of philanthropy throughout the agency and Supportive Living Services.

## **RESPONSIBILITIES**

- Actively market, solicit, and generate referrals to SCRC's SLS program ("Flourish"), with a goal of 15 new clients into the program annually.
- Complete intakes, assessments, IPPs, SIRs and all required reports for new clients and everyone assigned to their caseload in accordance with the Regional Center and SLS program protocol.
- Coordinate Courtesy Vendorizations with Regional Centers outside of San Diego County for new client transfers.
- Consistently organize and supervise the provision of services for individuals in accordance with the SLS established program policies, and in accordance with the individuals' needs to maximize independence.
- Recruit, hire, train, and supervise all required SLS Service Professional staff and maintain appropriate staffing for individuals recruited into Flourish program.
- Prepare weekly staff schedules to ensure adequate supervision and support of the individuals, and coordinate activities, services, and resources with outside providers as necessary.
- Perform personal care tasks for individuals in Flourish program as needed, including supervision, and cueing with basic personal hygiene and grooming, meal prep, feeding, ambulation, medical monitoring, and health care related tasks as appropriate.
- Provide, assist, and/or coordinate transportation and accompany individuals to scheduled appointments, outings, grocery and household goods shopping, medical appointments, and/or running errands with individuals as needed. Support individuals by following up on doctor recommendations and ensuring the well-being and the overall medical condition of the individuals.
- Oversee and audit daily business operation such as notes/documentation in designated database (e.g., Therap), of individuals and staff files. Review staff timecards and oversee timecard entry into Therap, reconcile authorization hours with accounting for accurate billing, conduct annual performance evaluations and provide statement of discussions.
- Maintain open communication with SCRC's CEO and other key staff, conservators, family, service coordinators, and/or other client representatives/advocates regarding individual's health well-being, and quality of life.
- Attend trainings in accordance with Regional Center and DDS recommendations.
- Communicate with CEO, and Support Professionals regarding quality care assurance.
- Maintain safety compliance to prevent staff and individuals from injury.
- Serve as first responder in the field to emergencies and report special incidents according to applicable laws and regulations.
- Serve as the primary 24-7 on-call response staff, as needed to cover/coordinate other Support Professionals. Complete all reports as appropriate.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree in Social Work, Public Health, Family and Child Development, Psychology Nursing, or related field (Master's degree preferred), and/or other special training as required by the program designs.
- 3-5 years' experience in the field working with clients with behaviors and/or developmental disabilities; and three (3) years minimum supervisory experience.
- Experience working with Regional Centers, Department of Developmental Services (DDS), and thorough knowledge of Title 17.
- 3-5 years' experience in Case Management or Care Coordination, conducting intakes, assessments, and developing care plans.
- ARF (ADULT RESIDENTIAL FACILITY) ADMINISTRATOR Certificate- Preferred.
- DSP I and DSP II certificates-Preferred.



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- CPR/FA certified.
- Excellent verbal and written communication skills.
- Excellent organizational skills, accuracy, and attention to detail.
- Ability to work both as a team member and independently.
- Ability to supervise assigned staff and effectively coordinate the efforts of a work team.
- Ability to organize and prioritize daily tasks.
- Ability to maintain thorough and accurate records and documentation.
- Excellent interpersonal skills and the ability to interact effectively and professionally with a variety of staff, clients, outside vendors, residents, and resident authorized representatives.
- Ability to foster and maintain cooperative working relationships.
- Ability to professionally represent SCRC to clients and the public, in person and over the phone.
- Computer literacy and ability to utilize Microsoft Word, Microsoft Outlook, Microsoft Excel, Therap, and other programs as required.
- Must have a California Driver's License and automobile insurance.
- Must successfully pass all pre-employment requirements, including but not limited to a background check.
- Ability to consistently meet the required work schedule. Ability to work flexible hours including occasional evenings, nights, and weekends if necessary.

## **APPLICATION PROCESS**

Interested applicants should submit their resume with the subject line "SLS Coordinator" to [scrc@caregivercenter.org](mailto:scrc@caregivercenter.org).

*While each department has their specific roles, our staff prides itself on working together to support the whole agency. Come be a part of a team where you can take pride in knowing that you are making a difference in our community and the people we serve!*