

**THE ARC CADDO-BOSSIER  
COMMUNITY LIVING SUPPORTS AND SERVICES DIVISION**

**POSITION TITLE: SUPPORTED LIVING COORDINATOR**

**PREREQUISITES:**

1. Two years' experience working with people with disabilities.
2. Own or have access to a vehicle that is properly inspected and insured.
3. Must be 25 years or older.
4. Valid Louisiana drivers' license.
5. Acceptable motor vehicle report.
6. Certified in CPR/First Aid. (Must be obtained prior to employment)

**POSITION FUNCTION:** The Supported Living Coordinator will assist in the effective and appropriate delivery of services to eligible individuals and/or their families. The SLC will provide the Direct Service Worker with Proper Supervision and Training to assure quality services are provided by the Community Living Supports and Services Division. The SLC will be responsible for all day to day functions of the Recipient's Home.

**SPECIFIC DUTIES:**

1. Participates in the formulation of plan of cares necessary to determine the needs of the individuals we serve.
2. Coordinates and work closely with the family, client, case manager and care giver to ensure the appropriate and effective service provision.
3. Make regular contact and visits with the appropriate people to ensure continuous successful service delivery.
4. Coordinate and assist the Program Supervisor in overseeing all licensing compliance.
5. Specifically manages and staffs all Recipients Homes.
6. Recruit, train and in-service new staff.
7. Serves on the on-call personnel roster for the division if necessary.
8. Be able to work flexible and changing hours.
9. Keep notes on all contacts with family, client, case managers or other professionals involved in the client's care.
10. Maintain accurate and current confidential records on each case.
11. Coordinates recipient's services with all outside agencies as necessary.
12. Develop and monitor Individual Program Plans (our agency) based on the needs determined in the Comprehensive Plan of Care.
13. Maintain a good knowledge of social service providers, government agencies and entitlement programs.
14. Maintain positive relationships with families.
15. Conducts monthly monitoring review of services provided.
16. Reviews and signs incident reports and provides follow-up.
17. Provide daily direction and communication to employees so that services are delivered to consumer satisfaction.
18. Insure employees have appropriate training and other resources to perform their jobs. Respond to and resolve employee relations issues expressed by team members; create and maintain high quality work environment so team members are motivated to perform at their highest level.

19. Address disciplinary and/or performance problems according to company policy. Prepare warnings and communicate effectively with employees on warnings and make effective/appropriate decisions relative to corrective action as required, up to and including termination.

20. Be able to lift 35-40 pounds without problems.

**REPORTS TO:** Supports Manager

**SUPERVISORY RESPONSIBILITY:** Direct Care Specialists working on your caseload

**\*PERSONALLY-OWNED VEHICLE USE IS AUTHORIZED FOR THIS POSITION WHEN APPROVED BY SUPERVISOR**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director

\_\_\_\_\_  
Date

Revised: 2019

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