UNIT PROGRAM COORDINATOR
GRADE L

SCOPE OF WORK:

Individuals assigned to positions in this class perform duties associated with coordinating all activities required in the development of Support Plans designed for the specific needs of each person within a special residential living unit for the developmentally disabled and/or mentally ill.

DUTIES PERFORMED:

- Plan, develop, direct, implement, monitor, and evaluate specifically designed Support Plans for each person.
- Monitor and evaluate the achievement of the person's goals and objectives.
- Recommend revision, deletions, or continuation of programs.
- Assist direct care staff in obtaining and integrating training materials, curriculum, or resource guides.
- Assist the Unit Directors in the management of assigned human, fiscal, and material resources relating to training programs for people.
- Participate in and may conduct staff development.
- Serve on the unit interdisciplinary team.
- Coordinate resident services with other professional service providers.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, nursing, occupational therapy, physical therapy, child development and family science, communication disorders, severely multiply handicapped, special education, vocational rehabilitation, sociology, elementary education, recreation therapy, or human resources administration and management (human services track), and two years of experience in providing services to the developmentally disabled.

Eff. Date: 3/77 as Resident Living Supervisor IV

Rev: 3/86 - Upgraded as a result of added responsibilities, re-titled from Resident Living Supervisor
Rev: 7/99 – Re-titled and updated to current format
Rev: 7/12 – Conversion to Hay System