



**JOB TITLE: Community Integration Coordinator**

**DEPARTMENT:** Habilitation

**LOCATION:** 2160 Old Selma Road and Community Sites

**NORMAL WORKING HOURS:** May vary by assignment

**REPORTS TO:** Habilitation Manager

**POSITIONS SUPERVISED:** Day Programming RSA's

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Facilitates the development, coordination and implementation of community integration activities for facility-based services and community-based services. Plans, organizes and implements programs compatible with individuals' Individual Plans (IP's) with the expected outcome of promoting the development of skills that lead to greater independence, community membership, relationship-building, self-direction and self-advocacy.
2. Keeps and maintains required program records, e.g., attendance, incidents, training received; prepares budget requests; purchases supplies; accounts for all transactions.
3. Participates as a member of the inter-disciplinary team; interacts with other team members, individuals, families, guardians to discuss individual's problems and progress desires.
4. Attends and may conduct meetings and in-service training sessions as required; acts as resource and referral person to individuals and parents; performs other related duties as required, e.g., lifting, carrying, and moving individuals.
5. Supervises and coordinates assigned staff in performing work effectively; schedules staff and assigns tasks to insure the safety and well-being of Individuals served; completes performance evaluations; takes disciplinary measures when necessary; promotes good relationship between staff and management; maintains professional standards; assists staff in resolving concerns.

**QUALIFICATIONS / REQUIREMENTS:**

1. Has or Qualifies for ODDD Adult Services Certification
2. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
3. Satisfactory Results of Local and State Records Background Check.
4. Satisfactory Physical Examination included work related Lifting Test after Offer-of-Hire
5. Valid State Driver's License.

**EDUCATION/TRAINING/EXPERIENCE:**

1. Bachelor's degree required: Social work with emphasis in Education, Psychology, Special Education or Human Development, and Vocational Rehabilitation preferred.

**POST HIRE REQUIRED TRAINING/CERTIFICATION/REGISTRATION/LICENSURE:**

First Aid/CPR, Specific job duties, Completion of TAC orientation, Maintain Valid Driver's License

**RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Performs other duties as assigned in a team meeting
2. Maintains confidentiality.
3. Maintains the chain of command.
4. Demonstrates and maintains regular attendance per work schedule.
5. Provides accurate and timely records as required by the position.
6. Is aware of and adheres to personnel manual and department rules and regulations.
7. Serves on various committees as appropriate
8. May work evenings and weekends
9. May operate equipment including fax, telephone, computer, calculator, email or TDD
10. Other related duties, as organizational needs are determined.

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Employee Signature

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Date

