



Casa De Rosa LLC



Program Coordinator Home and Community Based Services

Mission Statement:

The mission of Casa De Rosa LLC is to enrich the quality of life for individuals with developmental disabilities. We are committed to excellence with innovative services promoting dignity, personal growth, self-respect, independence, and family support.

Job Description:

This position provides program support coordination of Home and Community Based Services (HCBS). This position is the primary supervisor all direct care workers that provide Attendant Care, Respite, Homemaker and Habilitation services. The coordination of HCBS includes recruitment, selection, onboarding, and supervising direct care workers, including managing timesheets. Coordination of HCBS also includes enrolling, performing wellness checks, attending Person Centered Service Plan meetings, and collaborating with members, families, and Division of Developmental Disabilities stakeholders. This position directly reports to the Program Director and Regional Director of Casa De Rosa LLC.

Duties and Responsibilities:

- Develop and maintain a positive working relationship with all Casa de Rosa stakeholders including members, families, guardians, and DDD staff members
- Manage and support the HCBS program following Casa De Rosa's mission, philosophy, expectations and policies and procedures
- Oversee the records and data management pertaining to Yuma's office
- Responsible for the Yuma district on-call emergency line and all related compliance requirements
- Complete and maintain payroll and billing documentation accurately and within the established timeframes
- Assist training instructors with compliance efforts, scheduling trainings, and other training logistics
- Assist the Directors of Casa De Rosa meet the licensing/survey requirements as well as any other compliance requirements
- Recruit, select, onboard and manage direct care workers to perform services with dignity, personal growth, self-respect, and family support.
- Actively participate in PCSP meetings and assist with the creation of new HAH goals
- Review Habilitation Monitoring Reports and present them in PCSP meetings
- Maintain active communication with partners and respond to phone calls and emails within one business day
- Maintain office supply inventory including provider materials such as gloves and masks
- Travel out of town to meetings as required
- Provide programmatic feedback to Directors
- Performed other duties as assigned



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Qualifications:

- A bachelor's degree in behavioral health or social services; or a two year or terminal degree in medicine, behavioral health, or social services with one year of direct care worker experience; or three years' experience as a direct care worker and or in the developmental disabilities field.
- Must be bilingual (English and Spanish) verbal and written
- Be at least 18 years old
- High School Graduate
- Provide three professional references
- Reliable transportation
- AZ driver license, car registration, and car insurance
- Ability to lift a minimum of 50 pounds

Certificates, Licenses, and Registrations

- Current Article 9 certification
- Current CPR (Infant, child, and Adult) certification
- Current First Aid certification
- Current Prevention and Support certification
- Current Abuse, neglect and Exploitation training
- Current Positive behavioral support
- Current DCW Level 1 and 2
- Valid Level one Fingerprint Clearance Card
- Obtain registration as public notary

Desirable Skills:

- Program coordination
- Customer service
- Leadership/Supervision
- Analytical and critical thinking