

Job Title: Independent Living Habilitation Coordinator

This is a non-exempt position, requiring contribution to SEIU, Local 925.
Wage Range: \$17.00 to \$20.75

Description of Essential Functions:

- Lead the IISP habilitative goal planning process. Participate in the development, implementation, and documentation of habilitative goals.
- Assure client involvement and choice in all aspects of the goal process
- Participate in agency quality improvement processes to assure the timely development, implementation, and documentation of IISP goals
- Assign activities of daily living specialist to work with clients on specific goals
- Assure good communication among clients, staff, program managers, guardians and family members. Work with program managers and directors to assure agreed upon communication channels are followed, prior to approaching DDA workers, family members, guardians, and VCS direct support professional staff
- Assure that supports needed for goal attainment are in place
- Utilize teaching tools and curriculum to help clients' complete tasks to become more independent and accomplish IISP goals. Train staff in the use of these tools
- As related to IISP goal attainment, work with each participant to follow their medical plans, positive behavioral support plans, financial plans, and monthly budgets
- Train Direct Support Professional (DSP) in the goal development and implementation process. Motivate their involvement in client goal attainment
- Advocate for client driven changes to PCSP and IISP goals when needed
- Read and abide by the agency's policies and procedures, relevant RCW's, and the DDA Residential Policies and WACS
- Implement quality assurance protocols to monitor the IISP goal process and compliance with VCS and DDA policies, procedures, and WACs
- Participate in VCS agency meetings as requested
- Ensure client supervision, safety, hygiene and health standards are met while working with the client in the community and at home
 - Drive agency vehicles to transport participants as needed

*Keep all licenses and certificates current.

Qualifications, Education, Experience:

- High School diploma or equivalent education. Associates or Bachelor's in Human Services or similar field preferred
- At least 1 year of experience working with individuals with disabilities is desirable
- Upon hire, must have a current Washington State driver's license with a good driving record
- Must pass a criminal background check
- Must read, understand and agree to abide by Village Community Services' Policies and Procedures.
- Must be able to work with our clients in a respectful and kind manner
- Skilled in verbal and written communication, teamwork, leadership, problem solving, quality assurance, instruction, person centered planning, documentation.