

JOB POSTING – DATED

NYSARC, Inc., Cattaraugus Niagara Counties Chapter

www.intandem.org/about/employment/job-openings/

Human Resources Department 504-2625 or inquire@intandem.org

PLEASE POST

DATE: February 17, 2020

POSITION AVAILABLE: Program Coordinator
(Non-Bargaining Unit Position)

WORK LOCATION: 2510 Niagara Falls Blvd., Niagara Falls, NY

WORK SCHEDULE: Monday-Friday 8:00 am – 3:30 pm
(35 hours per week)

QUALIFICATIONS:

Bachelor's Degree from an accredited program in the Human Service field and one (1) year experience in the Human Service field, **preferably** working with the Developmentally Disabled population, OR **Associate's Degree** from an accredited program in the Human Service field and two (2) years' experience in the Human Service field, **preferably** with the Developmentally Disabled population, OR **High School Diploma/GED** and three (3) years' experience working in the Human Service field, **preferably** with the Developmentally Disabled population. Must have valid New York State driver's license and must meet the Agency's driving policy, which includes a satisfactory driver's license record (MVR).

MAIN FUNCTION:

Actively functions as an Interdisciplinary Team member to coordinate the planning; development & implementation of Day Services Programming in accordance with the Office of People with Developmental Disabilities.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Actively participates in the planning and development of each individual's Service Plan/IPP; and ensures that services, activities, and supports provided appropriately address each person's adaptive, emotional, social and functional needs. This may include but is not limited to participation in the case review process and/or other meetings, and editing written documentation and reports submitted by assigned staff.
2. Plans and coordinates the provision of all daily activities, services and supports aimed at attaining the goals and objectives specified in each individual's Individual Program Plan/Service Plan. Responsible for regular visits to all sites of internal and external job sites/volunteer/inclusion sites, etc. to ensure and maintain quality control.

TO APPLY:

Interested applicants may submit a cover letter and resume to inquire@intandem.org or mail/drop off to the Human Resources Department, 2393 Niagara Falls Blvd., LPO Box 360, Niagara Falls, New York 14304-0360. Resumes will be accepted until position is filled.

Equal Opportunity Employer Veterans/Disabled

People with intellectual and other developmental disabilities across Niagara County are waiting for you...We offer competitive salaries and benefits...Take the first step and apply TODAY.

EEO/AA/M/F/D/V