

# Program Coordinator

## Overture Residential Program

This is your opportunity to be a part of a team that believes everyone has the right to make choices and pursue opportunities to be the person they want to be! Overture provides residential, behavior, and day services for people with intellectual and developmental disabilities. Are you a team player? Are you passionate, fun loving, experienced, innovative, creative and dedicated? Are you a problem solver? Do you have a compassionate heart and love working with people? Are you looking for a position with room to grow? Then we would love to have you join the Overture family!

Our opening is for a full-time Program Coordinator. You will be responsible for supporting a caseload of individuals receiving services in a host home setting.

### **Job duties:**

- Developing, writing, implementing and monitoring of service and support plans for individuals receiving services.
- Compliance with state rules and regulations.
- Ensuring quality assurance of all Host Homes/Shared Living Arrangements on caseload. This includes conducting announced and unannounced home visits on a monthly basis and making weekly contact with Providers to oversee the home environment for the people receiving services.
- Ensure person centered planning through all residential programs for the people we serve through support and respect.
- Create support plans and monitor data entry and progress towards goals.
- Mediating and communicating professionally between team members with varying backgrounds and beliefs, including family members, guardians, Providers and affiliated agencies.
- Attending team meetings and interdisciplinary team meetings to develop best practice supports for individuals served.
- Documenting contact notes regarding communication amongst anyone involved with the person in services and their team
- Responds to emergency situations and help with problem solving
- Assist with training new providers on individuals served and person-centered support methods
- Performs other duties, as assigned, within ability and responsibility level of the job



### Qualifications:

- 2-3 years of experience and solid skills in working with people with developmental disabilities and/or their families preferred but not required
- Bachelor's degree from an accredited college or university
- Flexibility – requires frequent travel to appointments and homes in surrounding area
- Must pass background check and have reliable transportation with clean driving record.
- Good oral and written communication skills
- Knowledge of Microsoft Office components
- Professional attitude and teamwork mentality
- Ability to work independently and take initiative



Like us on Facebook to learn more about our current events.



Please attach application, resume, and cover letter to the contact form on our website to apply!