COMMUNITY LIVING COORDINATOR
(Program Specialist)

AGENCY: Citizen Care, Inc.
DEPARTMENT: Community Living
POSITION: Community Living Coordinator (Program Specialist)
STATUS: Full Time
HOURS: To meet the needs of the program; on call as assigned
LOCATION(S): Robinson Township area

Citizen Care, Inc. provides residential, learning, employment and retirement services to over 300 adults with intellectual and developmental disabilities. A strong philosophical commitment to the principles of choice and self-determination affords people with numerous opportunities to manage their own lives and to live with dignity and respect as members of the community.

Responsible for the coordination of services and supports for people living in a Community Living Home including but not limited to performance of all ISP responsibilities of the Program Specialist position in accordance with the 6400 Regulations, focus on The Council on Quality and Leadership’s Quality Measures, compliance with CCI Policies and Procedures, compliance with 6400 Regulations and the Office of Developmental Program’s medication administration guidelines, quality Management Planning and performing on-call responsibilities as assigned.

QUALIFICATIONS
1. Bachelor's degree, preferably in Human Services, consistent with State Licensing Regulations
2. Two (2) years experience providing services and supports to people with intellectual disabilities
3. One (1) year experience in residential programs
4. Prior experience in developing and implementing Individual Support Plans (ISPs) for people with intellectual disabilities
5. Excellent communication and writing skills

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