

**POSITION: Life Unlimited Coordinator**

**ORGANIZATION: Hopewell Center**

**JOB CATEGORY: (PAT)**

**STATUS: Full-time**

**DIVISION: Adult Day Services**

**FLSA STATUS: Exempt**

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

**ESSENTIAL FUNCTIONS:**

- Assesses and identifies interests and goals of group participants
- Supervises and directs activities of assigned staff, including interviewing, hiring, providing orientation and training, evaluating job performance, planning, delegating, and controlling work assignments, and providing corrective instruction.
- Coordinates the creation of goal orientated activities and programs, budgeting and monitoring program revenues and expenses, soliciting program participants,
- Participates in individual Program Plan (IPP) conferences and facilitates discussions
- Attends and participates in multi-disciplinary meetings
- Develops and revises measurable and effective training programs.
- Prepares and submits reports and documents as required.
- Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

**JOB REQUIREMENTS:**

- Bachelor's degree in Rehabilitation, Psychology or related field, and one year of work experience and/or rehabilitation experience.
- Ability to obtain and maintain CPR and Basic First Aid certifications.
- Ability to meet all hiring requirements including passage of drug test.
- Working knowledge of Individual Program Plan (IPP) process, with demonstrated ability to develop clear and concise goals and objectives.
- Knowledge of basic budgeting and financial duties.
- Ability to supervise assigned personnel.
- Ability to maintain confidentiality of department and agency information.
- Ability to comply with all employer and department policies and work rules.
- Ability to effectively communicate orally and in writing.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time often amidst frequent distractions and interruptions.
- Ability to understand, memorize, retain and carry out written or oral instructions.
- Ability to compile, collate, and coordinate data and make determinations based on data analyses.
- Ability to plan and present public speaking presentations.
- Ability to occasionally work evenings.

**LICENSE/CERTIFICATION NEEDED:**

- Possession of a valid Indiana driver's license with a demonstrated safe driving record.