

**POSITION: Rehabilitation Coordinator**

**ORGANIZATION: Hopewell Center      DIVISION: Industrial Workshop**

**STATUS: Full-time                      FLSA STATUS: Exempt**

**WORK SCHEDULE:**

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:**

Organizes, coordinates, and evaluates Individual Program Plan (IPP) process;  
Coordinates and participates in IPP conferences;  
Reviews and authorizes Individual Program Plans;  
Assists with assessing client needs and developing functional objectives;  
Supervises, directs and provides technical assistance to Living Skills Instructor and other personnel as assigned;  
Interviews, hires, orients, trains, evaluates and provides corrective instruction to subordinate personnel;  
Monitors client development and progress;  
Communicates with clients and their families, agency personnel and representatives of other agencies;  
Prepares and submits a variety of reports;  
Assists in coordination of program activities in the absence of the Work Center Manager;  
Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

**REQUIREMENTS:**

Bachelors degree in Social Work, Psychology or related area;  
Must obtain CPR and basic first aid certification.  
Direct care experience in rehabilitation services;  
Knowledge and understanding of IPP process;  
Proven ability to develop clear and concise goals and objectives for habilitation/rehabilitation;  
Ability to supervise subordinate personnel, including interviewing, hiring, orientation and training, evaluating, and providing corrective instruction;  
Ability to understand and apply a variety of occupational manuals and professional journals;  
Ability to work independently and to organize a wide variety of ongoing projects under minimal supervision and guidance;  
Ability to follow all personnel policies and rules of the organization and maintain confidentiality.

**LICENSE/CERTIFICATION NEEDED:**