



Program Coordinator Intern

Position Purpose

Program Coordinator Interns will contribute their time, skills, and expertise and in return will receive hands-on experience in case management involving the coordination and delivery of services for adults with intellectual and developmental disabilities in a residential and/or day program setting. Interns will work directly with Program Coordinators with Day Center, Family-Model, and Residential Living Services caseloads as well as work hands-on with adults living with disabilities.

Desired Skills and Experience

- Experience working hands-on with others from diverse backgrounds, experience with individuals with disabilities a plus;
- Ability to maintain effective time management, ability to multitask, and communication.

Duties and Responsibilities

Assist Day Center, Family-Model, and Residential Program Coordinators with:

- Managing an assigned caseload of individuals served and facilitating their Individual Support Plan (ISP) implementation;
- Completing and submitting required documentation for individuals on assigned caseload, including risk tools, level of need, provider supporting documentation, and monthly reviews;
- Completing three (3) unannounced supervisory visits to supported living homes per month, two (2) unannounced supervisory visits to Family-Model homes per month, and/or two (2) face-to-face supervisory visits per week for semi-independent individuals;
- Attending and facilitating meetings for individuals supported, such as ISP, Circle of Support (COS), and transition meetings;
- Attend Incident Management meetings and Administrative meetings;
- Performing all other duties as assigned.

Training

- Attend initial orientation meeting with Program Supervisor. Attend and complete on-going trainings as required. Participate in two (2) performance evaluations, once midway through internship and one at the completion of the internship.

Time Commitment

- Minimum of 20 hours per week; Consistent availability Monday through Friday 8:00 am to 4:30 pm; Specific schedule to be negotiated with supervisor.