



**JOB DESCRIPTION (KATIE’S FUNd)  
Coordinator**

JOB TITLE	<i>Katie’s FUNd Coordinator</i>	DEPARTMENT	Katie’s FUNd
REPORTS TO		<i>Program Manager – Adult Services</i>	
STATUS	<i>Non-Exempt</i>		
POSITIONS SUPERVISED	Katie’s FUNd Direct Support Professionals and Volunteers		
WORK HOURS PER WEEK (May Include Evenings and Weekends).	<i>20-25 Hours per Week</i>		

**ESSENTIAL DUTIES and RESPONSIBILITIES**

- Report to Program Manager regarding job description, specific duties and matters of personnel policy related to own employment.
- Develop, implement and maintain comprehensive services and supports for participants in Katie’s FUNd.
- Obtain and maintain enrollment applications.
- Maintain comprehensive documentation of participant status, progress, needs and service plans (as appropriate).
- Assume responsibility for effective, ongoing communication of Participant’s status, within the organization and with family, care provider or other authorized individuals.
- Represent the mission and values of Alpha Resource Center of Santa Barbara at all times.
- Supervise and direct all direct service staff and volunteers. Develop staff training curriculum as needed.
- With the Chief Financial/Operations Officer assume responsibility for the development of the annual budget for Katie’s FUNd.
- Establish and maintain financial and operational status of Katie’s FUNd including, purchasing and participant time/attendance.
- At least annually, provide status report to benefactors of Katie’s FUNd.
- Promote fun, dynamic, quality services and supports.

**SPECIFIC DUTIES**

***Participant Services and Supports***

- Assume responsibility for content, continuity and effectiveness of overall Katie’s FUNd services (social/recreational opportunities for teens and young adults with developmental disabilities).

- Coordinate an assessment for all incoming and continuing Participants as appropriate and needed.
- Coordinate the ongoing reassessment and modification of services and supports to ensure responsiveness to changing needs.
- Supervise acquisition and maintenance of Participant information in a secure but accessible filing system.
- Ensure personal availability to all Participants.
- Ensure direct and effective response to all Participant or family requests, concerns and/or grievances.
- Encourage Participant independence and choice.
- Model and teach appropriate social interactions and help mediate conflicts that occur.
- Manage medication distribution as needed.
- Outreach to schools, service coordinators, or other organizations to ensure that all interested teens know about Katie's FUNd and facilitate their entrance into the program.

### ***Staff Duties and Development***

- Coordinate efforts of all staff and volunteers to ensure unity and cohesiveness of effort.
- Direct and assist all staff and volunteers in carrying out their assigned duties.
- Complete staff performance evaluations as required.
- Ensure accurate and timely reporting of staff hours.
- Provide leadership and guidance to all staff.
- Supervise or intervene in circumstances where Participant behavior or needs exceed the manageable capacity of direct support staff or volunteers.
- Supervise and ensure documentation of out-of-agency, family or care provider communications regarding Participants as appropriate.
- Assist in strategic planning for the future of Katie's FUNd and develop new programming as needed.
- Outreach to schools, service organizations and community organizations to recruit staff, volunteers, or find opportunities for the participants.

### ***Regulatory Compliance & Operating Policies and Procedures***

- Ensure compliance with Alpha Resource Center Personnel Policies.
- Ensure compliance with Alpha Resource Center Purchasing and Fiscal Policies.

### ***Management Team***

- Report to the Board of Directors as necessary.
- Establish own professional goals and priorities in consultation with Program Manager.
- Keep abreast of developments in the field of developmental disabilities.
- Perform other duties as assigned by the Program Manager.

## **SUPERVISORY RESPONSIBILITIES**

KF Direct Support Staff and Volunteers

## **HOURS OF WORK**

Work hours will be fixed per the demands of the department. Regular attendance, punctuality and diligent work performance are expected and required.

Attendance at departmental meetings and general staff meetings is expected.

## **QUALIFICATIONS**

- The employee must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the employee in those areas where appropriate.
- Eligible to work in the United States
- Fingerprint clearance through DOJ
- First Aid and CPR certification
- Medical Clearance and negative for Tuberculosis
- Valid CA driver license, reliable personal vehicle with evidence of insurance
- Basic knowledge of office practices and office equipment
- Ability to safeguard confidential information obtained during employment
- Ability to work both individually and as a team member and prioritize work
- Ability to communicate clearly and professionally both verbally and in writing
- Well-organized and able to respond effectively and constructively to a diversity of individuals and situations
- Must be able to establish rapport and communicate with clients of diverse cultural, educational and mental and physical ability

## **EDUCATION and/or EXPERIENCE**

- B.A. in Psychology, Rehabilitation, or related field, or combination of college and paid employment in a human services field.
- Four years paid employment in developmental disabilities or related field and at least two years in a supervisory capacity.
- Well-organized and able to effectively communicate verbally and in writing to a diversity of individuals and situations.
- Demonstrated competency in curriculum development.
- Demonstrated competency in information technology and software applications.
- Be at least 21 years of age.

## **LANGUAGE SKILLS**

The ability to read, write and speak English clearly is mandatory. The ability to speak Spanish is desirable but not mandatory. The ability to communicate information to other employees, clients, family members as well as management in a clear and concise manner is essential.

## **REASONING ABILITY**

Employee is able to apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

## **PHYSICAL DEMANDS**

The employee must have the upper body strength to be able to safely lift and/or move up to 35 lbs. unassisted in a vertical lift, and be able to assist in mobilizing participants weighing up to 170 lbs. with assistance. Must be able to attend to personal hygiene and toileting needs for participants on an occasional basis.

The employee is regularly required to sit, walk, talk, and hear. The employee frequently is required to use hands to handle or feel equipment, paper, or files. The employee must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee is occasionally required to stand, walk, kneel, squat and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

## **WORK ENVIRONMENT**

The work environment would be generally described as an office setting with classroom facilities adjacent to the primary work area. Occasional trips off-site to work in a community setting are required. The ability to move within all of these areas is required in the execution of the employee's functional activities.