



Cornerstone Associates

In business to make a difference

CORNERSTONE ASSOCIATES, INC.

POSITION DESCRIPTION

Title:	Coordinator
Department:	Employment Services
Reports to:	Executive Director
Exempt/nonexempt:	Part-Time, Non-Exempt
Starting Salary:	\$17/hour with bonus targets
Effective Date:	Open until filled

Background:

Cornerstone Associates Inc. (CAI) is a 501(c)(3) non-profit organization located in Corvallis, Oregon serving Linn and Benton Counties. With its innovative approach to community integrated training and employment opportunities for persons with intellectual and developmental disabilities, CAI is a leader and change maker in this arena. We are seeking an experienced manager to strategically administer our Community Engagement Department creating person-centered training curricula and programming for our Associates to be competitive in the workforce. Cornerstone's Motto is: In business to make a difference and we operate separate businesses to promote our mission.

GENERAL JOB DESCRIPTION

Under the supervision of the Executive Director, this position is responsible for implementing the mission of Cornerstone Associates, Inc.

MAJOR DUTIES AND RESPONSIBILITIES

Oversight of CAI's community employment services and Cornerstone's Employment Path/Small Group/Discovery and Benefits Counseling services to ensure quality services are being provided and are being done safely and in compliance with Oregon Administrative Rules, Oregon Developmental Disabilities Services contract regulations, Linn and Benton County Mental Health contract specifications, Brokerage Service Agreement specifications, and Department of Vocational Rehabilitation regulations.

Oversees and monitors the Individual Support Plan process for Cornerstone associates. Understand the principles and philosophy of Oregon's Employment First Initiative and lead its implementation through Cornerstone employment programs and services.

Ensure public relations with residential providers, CDDPs and sister agencies. Provide oversight of job developer and supervision/training/scheduling of job coaches. Assures that funding from OVRs, Brokerages and CDDPS is obtained and billed.

Leads Employment team meetings

Coordinates and participates in activities between Marketing/Development and Job Development.

Assures that staff communication with customers, families., other agencies, funding partners and the general community are courteous and complaints are addressed in a timely manner.

MINOR DUTIES AND RESPONSIBILITIES

Work with the Executive Director, Board Program Committee and Cornerstone managers to create an environment in which CAI employees and associates are valued and treated with dignity and respect.

Ensure good working relationships with residential providers, CDDPs, families of associates and other sister agencies.

Monitor Discovery Process

Monitor Community Job Development

Monitor transition of individuals to supported employment as well as movement through ISPs, CDPs and VR Plans.

QUALIFICATIONS FOR THE JOB

Education: Bachelor degree preferred in field relating to education/social services and management

Experience: 3-5 years of management experience

Other: Perform duties independently with minimal supervision. Some of the decisions of this position are guided by established policies and procedures, but decisions will also need to be made with general policy guidelines and organizational values.

Responsible for input on budgetary preparations and compliance accountability. May be asked

to provide input on recommendations concerning long-range operational planning for the organization.

KEY COMPETENCIES

Excellent supervisory communications and public relation skills required Ability to make decisions.

Able to balance working quickly and ensuring quality standards and specifications are met. Read and write English.

Understand team processes and able to participate in team development and team oriented processes, with ability to motivate others to do the same.

Excellent computer skills with basic knowledge of basic software systems

PHYSICAL REQUIREMENTS

This position may require you to work in an environment where there may be exposure to fumes, dirt, poor ventilation, dust, noise and outdoor weather. There may be some light lifting, bending and twisting required.

General Position Responsibilities:

Manage community integrated programs and lead a team of Direct Support Professionals (DSP) ensuring innovative community-based programming and exceptional activities and services. Provide on-going supervision and training to Direct Service Professionals to build an excited and communicative team with impeccable standards and admired practices.

Essential Functions/Major Responsibilities:

- Strategize services that meet the current and future needs of associates.
- Supervise DSPs to ensure quality services are always being done safely and in a manner that will exceed customer expectations.
- Ensure and engage staff to deliver quality community-based and facility based programming.
- Notify associate representatives of any problems with services performed.
- Develop and coordinate service flows and processes.
- Promote public relations and build supportive roles with a variety of stakeholders to drive continual community based programming.
- Initiate and manage all records and reporting to meet ISP goals.

Job Scope:

Performs duties independently with minimal supervision, operates from established and well-known procedures. Decisions are made within general company policy.

Responsible for input on budgetary preparation and compliance accountability. Will be asked to provide input on recommendations concerning long-range operational planning for the organization.

Mistakes/errors can lead to cancellation of services; cause property damage and/or injury to self or others resulting in loss of staff/associate morale, increased expenses and loss of proper service levels to customers.

Supervisory Responsibilities:

Full supervisory responsibility for staff and associates in Community Access. Provides daily service direction, approval of absences, and makes recommendations regarding staffing. Provides one-on-one training to associates when requested by service provider.

Job Requirements:

- *2 years supervisory/management experience.*
- *2 years' experience as a Direct Support Professional with I/DD or closely related field.*
- *Excellent supervisory and communication skills required.*
- *Experience with problem solving, negotiation and progressive discipline.*
- *Must be able to balance decisions quickly, while ensuring quality standards are met.*
- *Ability to coordinate team development and team-oriented process and to motivate others to do the same.*
- *Physical and mental ability to use computer hardware/software.*
- *Must be able to read, write and understand English.*
- *Physical ability to bend, twist, climb stairs, stoop, kneel and reach overhead required.*
- *Valid driver's license, acceptable driving record and proof of current insurance.*
- *Must pass criminal history check conducted by MHDDSD.*
- *Physical ability to operate industry standard equipment.*

Job Conditions:

This position requires the person to work in an environment where there may be exposure to fumes, dirt, poor ventilation, building temperature fluctuations, chemicals, odors, dust, noise, poor lighting and outdoor weather. Other working conditions may include: extensive detail work; working alone; disagreeable contacts (i.e. aggressive/agitated individuals); and frequent interruptions. Sometimes required to attend meetings, trainings, etc. outside of regular shift.