



POSITION AVAILABLE
Site Coordinator – Arlene Engel Home
(Starting Salary: \$18.48 - \$21.54/hour DOE)

POSITION TITLE: Site Coordinator – Arlene Engel Home

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor of Residential Services

JOB PURPOSE: Oversees day to day operations and ensures compliance with all agency, state, and federal regulations to ensure a healthy and safe treatment environment for the residents with severe and persistent mental illness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates scheduling of Residential Aides and ensures uninterrupted coverage 24-hours per day, 7-days per week at Arlene Engel Home (AEH)
- Participates in screening, hiring, and training of new staff.
- Develops a sophisticated understanding of state requirements and participates in audit activities.
- Oversees and monitors AEH shift duties including client interactions, meal preparation, nurse delegated medications administration, housekeeping, and other duties.
- Develops Residential Care Plan and collaborates with other members of the treatment team to ensure resident needs are met.
- Communicates with facilities personnel regarding household supply and maintenance needs; maintains adequate inventory of food and household supplies.
- Ensures proper care and safety of residents in such areas as crisis plans, fire drills, hygiene, medications, etc.
- Ensures proper documentation, in compliance with relevant Washington Administrative Codes (WAC) and agency policies.
- Assists in implementing and facilitating structured activities for residents such as: house meetings, groups, and activities.

- Coordinates admissions and discharges from AEH including: Pre-Assessments, Full Assessments, Discharge Plans, and Negotiated Agreements.
- Ensures the daily log and census are current.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Maintains physical security of confidential materials and assigned Agency property.
- Participates in Performance Improvement activities and committees.

PERFORMANCE EXPECTATIONS:

- Ensures AEH maintains compliance with Agency, state, and federal requirements.
- Ensures uninterrupted care for residents.
- Communicates and coordinates with all agency staff, residents, and community members in a professional manner.

REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:

Education: Bachelor’s degree in psychology, sociology, or related human services field.

Experience: Experience working with individuals with severe and persistent mental illness **OR** experience as a caregiver in a residential care setting **OR** supervisory experience managing staff.

Licensure: Must be eligible for Agency Affiliated Counselor license through the Washington Department of Health.
 Additionally, the following are required within 30 days of employment:

- Valid Washington State Food and Beverage Service Worker’s Permit,
- Unexpired certificates for completion of approved First Aid, CPR, and HIV/AIDS training courses.
- Tuberculin skin test documentation is required within three (3) days of employment.

PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:

Experience: Two (2) to four (4) years of experience in a mental health residential treatment program. One (1) year of supervisory experience. Experience managing complex scheduling. Experience working with individuals with disabilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Essential:

- Must pass a background investigation.

- Will be required to take the following classes: Fundamentals of Caregiving, DD Specialty Training, and Mental Health Specialty Training.
- Must have computer software experience with MS Word and Excel.
- Must be able to type.
- Effective interpersonal skills.
- Ability to identify and resolve problems effectively.
- Ability to communicate effectively orally and in writing.
- Ability to interact in a professional manner with residents, public, and staff.

NATURE AND SCOPE:

Physical Demands:

- Able to lift and carry 350pund load a distance of 50 feet.
- Able to Prepare and coordinate preparation of group meals.

Cognitive Skills:

- Ability to engage in active problem solving.
- Ability to remain calm in stressful situations.

Working Environment:

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.

Working Demands:

- Frequent pressure due to schedule demands and may be required to work unusual or extended hours.
- Contact with residents under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.

Principal Challenges:

- Coordination of complex schedule.
- Coordination with other clinical departments.
- Ensuring compliance with a set of complex regulations.

Closing Date

- Open until filled

To apply, forward resume and cover letter to:

Amanda Hill, Human Resources Specialist
 Peninsula Behavioral Health
 118 E. 8th Street
 Port Angeles, WA 98362
 Or,
employment@peninsulabehavioral.org
 or apply at www.peninsulabehavioral.org

(Equal Opportunity Employer)

NOTICE

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.