

# CAPC, Inc.

## Position Description

**Position:** Service Team Coordinator;  
non-exempt, hourly, full-time 30 to 39 hrs/wk

**Supervised by:** Case Manager

**Supervisory Responsibilities:** None

### **Job Duties:**

- Collect data from staff and organize for Case Manager
- Develop, write, and distribute staff and individual schedules under the direction of the Case Manager • Edit ISPs
- Log completion and received dates of ISPs and all individual documents (e.g., task analyses, support notes, quarterly and semi-annual reports, team meeting notes, etc.)
- File and distribute ISPs and all individual documents
- Copy and mail documents
- Maintain up-to-date individual documents
- Coordinate and monitor individuals' transportation services with various public and volunteer transportation resources
- Assist Case Manager & team members in developing individual goals & objectives with individuals
- Implement the community-based supported employment, supported living, and community inclusion services
- Provide individualized instruction and support for individuals with disabilities
- Follow assigned schedule; and call in necessary schedule changes, as necessary
- Use schedule requests to ensure individual participation in necessary and appropriate activities on a timely basis
- Transport individuals
- Accompany individuals on public transportation
- Document individuals progress on a daily basis
- Document incident reports in a timely manner
- Report abuse/negligence incidences to appropriate reporting agencies
- Maximize individuals' independence and dignity while ensuring personal safety
- Handle and report emergency situations and challenges per program guidelines
- Assist individuals with activities of daily living, incl. restroom assistance, bathing, etc.
- Specific projects as assigned
- Fulfill mission, goals, and objectives of CAPC.

*The following are primary responsibilities of the Case Manager. In the absence of the Case Manager, the Team Assistant will assume these responsibilities:*

- Maintain regular communication with individuals' families and circles of support, when appropriate
- Report abuse/negligence incidences to appropriate reporting agencies

- Develop and maintain up-to-date individual and staff schedules
- Manage daily problem solving of individual and staff issues

1/2022

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- Maintain and distribute individuals' critical information to appropriate Team members
- Conduct weekly Team meetings; conduct weekly Team member meetings for review of time cards, etc.
- Coordinate emergency services for the Team
- Receive calls from Team staff for absences
- Coordinate Team coverage when staff and/or individual absences occur
- Maintain individual attendance and submit to Administrative Assistant for processing of billing

#### **Position Requirements:**

High school diploma or GED required; Valid CA driver's license; Safe, reliable vehicle with current registration and insurance; Recent DMV print-out with good driving record; Ability to lift between 50 lbs to 75 lbs depending on individuals served and pass post-offer physical; CPR and First Aid Training by completion of second week of employment; Read, speak, write English; Ability to work independently with or without direct supervision; Exercise sound judgment at all times; Ability to effectively and articulately communicate verbally and in writing, i.e. telephone, email, reports, etc.

#### **Desirable Qualifications:**

Volunteer or paid work experience with persons with disabilities; Higher education; Flexible work schedule; Bilingual in Spanish and English; Report writing and scheduling experience; Experience with computers and ability to type 30 words/minute;

#### **Wage and Benefits:**

\$17.50 - \$19.00/hour. Excellent benefits for employee and family. Mileage reimbursement.

