



Independent Disability Services, Inc. Respite Coordinator Job Description

Reports To: Executive Director

Classification: Non-Exempt

JOB SUMMARY:

The primary responsibilities of this position will be to identify individuals with disabilities and special needs for the agency's respite program. In addition, the position will require program development, education and community outreach, developing positive family relationships, respite funding/budget creation; grant writing; and advocacy for respite services.

DUTIES:

1. Serve as main contact for Independent Disability Services, Inc.'s respite program.
2. Develop a familiarity with all programs and services offered by Independent Disability Services, Inc.
3. Collaborate with the Executive Director to develop, generate, and follow-up on funding ideas and opportunities.
4. Collaborate with Executive Director to coordinate, plan, and market respite program and need for services.
5. Collaborate with the Executive Director to continue to evaluate current programming and to ensure overall quality assurance measures are completed.
6. Develop annual budget requests for respite funding and participate in program and budget presentations to secure continued funding for respite program.
7. Collaborate with the Executive Director to develop the annual allocations to current and prospective respite families.
8. Oversee development of educational materials and activity calendars to families.
9. Perform the input of all monthly respite vouchers and ensure completion of all reporting forms and monthly invoices that may be required.
10. Coordinate, plan and lead educational workshops.
11. Coordinate the purchase of any supplies necessary for respite program with the Executive Director while cognizant of and adhering to respite budget.
12. Perform home visits with prospective family applicants to explain respite program; application procedures, funding; and to facilitate a positive relationship.
13. Update "Master Family Respite List" on an ongoing basis with funding sources; annual allocations; and family contact information to the Executive Director as new families enter and exit the program.
14. Assume central responsibility for the maintenance and confidentiality of program families' records according to the agency's established policies and procedures.
 - This may include but is not limited to guidelines related to consumer confidentiality, authorizations, reports, and anecdotal notes that are properly signed. Ensure that materials contained within the consumer records are accurate, up-to-date, and reflect progress towards established respite goals.
 - Maintain a working knowledge and practical application of all applicable regulations related to consumer confidentiality guidelines.

15. Represent the agency within the Rock County and Stateline Area to promote services to individuals with disabilities and special needs.
16. Develop school and community relationships to create disability awareness.
17. Disseminate program information (i.e. respite brochures, flyers, etc.) on a continuous basis to the community at large as well as other community- based programs, organizations, and agencies.
18. Collaborate with Executive Director on professional development opportunities within the respite program.
19. Assist in the development of grant writing for IDS programs and services.
20. Attend staff meetings as directed by the Executive Director.
21. Perform other assignments or additional responsibilities at the direction of the Executive Director.

QUALIFICATIONS:

- Bachelor’s degree in social work, education, or a related field.
- Experience working with people with disabilities or special needs preferred.
- Must be able to read, write, and speak the English language; bilingual in Spanish desired but not required.
- Must have proficient use of Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.)
- Must maintain a current Wisconsin’s driver’s license and an acceptable driving record. Must also provide proof of adequate personal auto insurance; meet the agency-required coverage limits on auto insurance; and be able to use own vehicle for work duties and assignments.
- A criminal Background Check must meet the requirements of the State of Wisconsin requirements.

EVALUATION:

Employees are required to complete a 6-month introductory training period, which may be extended at the discretion of the Executive Director. An “Introductory/Progress Review” will be completed for each employee two (2) weeks prior to the completion of his/her 6-month introductory training period by a supervisor. In addition, an annual performance evaluation on anniversary date of employment will be done on an annual basis thereafter performed by the Executive Director.

ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Independent Disability Services, Inc. (“the employer”) reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I also have the right to terminate my employment at anytime and for any reason, and the employer has a similar right. The employee’s signature below verifies that the employee has received and reviewed a copy of this job description.

Employee’s Signature

Date

Executive Director’s Signature

Date