



MONARCH ILS

## Increasing independence and creating community for individuals with developmental disabilities.

Our person-centered services are designed to support individuals in becoming more independent, empowered, and actively engaged in their community. Programs of instruction and support are highly individualized and developed around the specific needs and goals of each individual. Support may be provided in the home, in the community, at school or work, or within group classes created around shared interests and needs.

**Position:** Coordinator

**Purpose of Position:** To help people live as independently as possible with dignity and self respect. We are looking for motivated, compassionate, team-oriented individuals who enjoy assisting others to join our team.

### **Duties and Responsibilities:**

- Provide case-management and direct service to 13 clients.
- Provide 32 hours per week of direct service to clients in one or more of the following settings on a daily basis: community-based settings, jobsite, college campus, and the client's home.
- Provide daily supervision and direction to the multiple direct service staff.
- Develop ILS and TDS goals/objectives that follow the SMART goal criteria.
- Write semi-annual progress reports for clients on caseload and communicate regularly to San Andreas Regional Center.
- Participate in the development of support plans and team meetings.
- Ensure that the rights of individuals served are upheld in all services.
- Maintain official records and documents, track and monitor the use of client hours, and ensure compliance with San Andreas Regional Center.
- Establish collaborative relationships with community groups and organizations.
- Work with other community providers to coordinate services and support plans.
- Communicate as required with family or other involved parties regularly and as needed.
- Distribute appropriate information to the team in a timely fashion.
- Complete any other duties assigned by the management team.

**Reports to:** Monarch's Management Team

**Status:** Full time: eligible for all applicable benefits

**Work Schedule:** 40 hours per week. Flexible hours as required by the needs of the program.

### **Knowledge, Abilities and Skills:**

Knowledge of the needs of persons with developmental and intellectual disabilities; possess the skills to effectively teach persons with developmental and intellectual disabilities; California's Lanterman Act and related regulatory information and statutes; demonstrate the ability to encourage persons with disabilities to make informed choices



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and the knowledge to facilitate opportunities for growth in the individuals being served.  
Ability to work independently as well as part of a team.  
Effective organizational and time management skills.  
Strong oral and written communication skills.  
Demonstrate effectiveness in working as both a supervisor and leader.  
Proficiency in Google Drive

**Qualifications and Education:**

**Required:**

- Two years of experience working directly with developmentally and/or intellectually disabled adults.
- Valid California driver's license and a registered and insured vehicle.
- CPR and First Aid certification.
- Current TB test.
- Proficient in English.
- Physical ability to climb stairs, walk for reasonable distances, and lift up to 25 pounds.

**Preferred:**

- Supervisory experience.
- Bachelor's Degree in a related field.

The foregoing statements describe the general purposes and responsibilities assigned to this position and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Signature:
Date:

EOE