

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Scheduling and Training Coordinator

DEPARTMENT: 24-Hour Residential Services

FLSA STATUS: Exempt

GENERAL SUMMARY:

This position reports directly to the Program Director of Residential Services. This position is responsible for providing support to the Program Director of Residential Services in managing the personnel function for CCAR's 24-Hour Residential homes. He/She will have the primary responsibility for scheduling direct support persons for work shifts and training.

DUTIES AND RESPONSIBILITIES:

1. Schedule direct support persons to meet the staffing needs of the 24-hour homes including any DHS, DCFS, and/or medication administration staffing coverage. This will include locating substitutes when scheduled staff are unexpectedly absent and arranging for special staff assignments such as resident transportation or 1:1 staff coverage.
2. Work with direct support persons to determine availability and shift assignments.
3. Follow federal and state wage and hour regulations when making scheduling decisions.
4. Distribute monthly work schedules to scheduled staff by the 25th of each month.
5. Maintain a hard copy of all house schedules for future reference making sure all last minute changes are recorded.
6. Provide orientation to new direct support persons regarding scheduling process, requesting time-off, payroll procedures, and training requirements.
7. Schedule direct support persons for any state mandated training such as DSP training, CCAR required trainings, such as First-Aid, CPR, and CPI training, any special training events, and DSP training classes.
8. Review direct support persons payroll documents against work schedule, assuring that all accurately reflect time worked and are accounted for prior to submitting to the Business Office for processing. Follow time card procedure every Monday and the 1st and the 16th of each month.
9. Distribute DSP paychecks on payday beginning at 8:00am.

10. Maintain and distribute a current DSP roster and telephone list.
11. Assist the Program Director of Residential Services in maintaining personnel data necessary to support the 24-hour residential personnel function.
12. Will supervise all new hires through their training period.
13. Participate in training sessions and in-services to continue to upgrade job skills as necessary to accomplish the requirements of this job.
14. Maintain certification of CPI, CPR, and First-Aid, and train to be an instructor to facilitate one or more of them.
15. Adhere to agency policies and procedures.
16. Distribute updated weekly schedules to residential homes prior to weekend.
17. Will carry a pager and be part of an 8 person pager rotation.
18. Will teach DSP's/CCW's the importance of being on time, compliance with supervisor's directives, job completion, and staying on task.
19. Ensures that all training requirements for DSP/CCW is completed within 120 days of hire date.
20. Assist DSP's/CCW's with completion of OJT's.
21. Will present self as a role model to DSP's/CCW's.
22. Must have sufficient computer skills in order to perform daily computer tasks.
23. Perform other related duties as required to and/or assigned.

WORK BEHAVIOR RESPONSIBILITIES:

1. Establish a rapport and maintain regular ongoing contact with individuals assigned to work in the residential homes.
2. Present a positive image of CCAR Industries at all times.
3. Demonstrate teamwork philosophy by working cooperatively with others within and outside of the department.
4. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
5. Continuously seeks opportunities for improvement and suggests ways in which

procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.

6. Identifies and performs work which has not been specifically assigned, as needed.
7. Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to sit for extended periods of time.
2. Ability to use the hands and arms to reach for objects.
3. Ability to pick up objects with fingers, regularly.
4. Capable of standing on his or her feet for continuous periods of time as job requires.
5. Capable of walking considerable distances when necessary.
6. Capable of raising or lowering objects from one level to another up to 15 lbs.
7. Capable of exerting force up to 60 lbs. by pushing or pulling when necessary.
8. Ability to carry objects up to 15 lbs. with hands or on shoulders when necessary.
9. Ability to bend forward by bending at the waist, legs or on shoulders when necessary.
10. Ability to operate vehicle for business destinations and must have a valid driver's license.
11. Vision at 20 feet or more, with or without corrective lenses.
12. Ability to communicate ideas by the spoken word.
13. Ability to comprehend the language or the nature of sounds in the air.

ESSENTIAL MENTAL REQUIREMENTS:

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Employee works in normal office setting. Employee could be exposed to the hazards and potential injuries of the road.

IMMEDIATE SUPERVISOR: Program Director of Residential Services

QUALIFICATIONS:

Minimum of High School education. BA preferred. Excellent interpersonal and organizational skills required. Computer literacy preferred.

EMPLOYEE ACKNOWLEDGMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Reviewed: 03/03/2006