

# Upper Cumberland Human Resource Agency

## Job Description

<b>Job Title:</b>	Facility Coordinator
<b>Department:</b>	Residential Group Homes
<b>Classification:</b>	Exempt
<b>Reports to:</b>	Director of Group Homes

### **POSITION SUMMARY**

This position is responsible for all the group home affairs.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Recommends and administers standards and procedures related to personnel.
- Suggest hiring, termination, wages and salary adjustments to the Residential Group Home.
- Monitors and schedules use of time and effort for residential care staff.
- Attends staffing concerning prospective clients and clients with different agencies throughout the state.
- Develop support and good working relationships with local and state wide agencies.
- Educates other agencies about the residential group home.
- Evaluates training needs for staff.
- Cooperates with the program director in development and implementation of training and coordinating the efforts of staff members who participate in training.
- Participates in development and administration of treatment plans, maintenance and transfer of client's records.
- Educational and Vocational assessments of clients on case load and individual counseling concerning education and vocational goals.
- Recommends selection, promotion, termination of staff, provides professional supervision of staff.
- Insures group home budget stays within limits.
- Opens cases by obtaining all referral information, coordinating with medical records to complete all necessary forms, completing the life functioning assessment, and initiating the treatment plan process.
- Coordinates with the family and responsible state departments.
- Arrange family visits and home visits.
- Serves as a member of the treatment team.
- Notifies all persons designated by standards to be in attendance at staffing and staff meetings.
- Completes discharge summaries as outlined by the treatment team.
- Other duties as assigned.

### **SKILLS/QUALIFICATIONS**

- Bachelor's degree in social work, psychology, education, a related field, or combination of education equivalent experience.
- Prefer experience in human services or mental health casework.
- Prefer experience working with conduct disordered adolescents in a residential setting.
- Prefer inter-agency cooperative efforts.
- Valid Tennessee driver's license.

### **ESSENTIAL FUNCTIONS**

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.

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- Function and complete job duties within an office environment.

*(Americans with Disabilities Act) ADA Statement:*

*The successful candidate must be able to perform the position's essential job functions with or without reasonable Accommodation.*

<b>DIRECTOR</b>	<i>Date</i>
<b>H.R. DIRECTOR</b>	<i>Date</i>