

ILS Coordinator (*Part-Time/Full-Time*)

Job Description

Required Qualifications:

- High School diploma or GED, at least 2 years' experience professionally supporting individuals with intellectual/developmental disabilities, valid California driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report, maintains first aid and CPR certifications (*on the job training and assistance is provided*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, ability to be physically attentive/active to meet the needs of the persons served, ability to use the computer or sit for extended periods of time (*if needed*), maintains a negative alcohol/drug screening in accordance with California law, obtains a cleared Tuberculosis (*TB*) test, clears/maintains Department of Justice/FBI clearances, maintains a flexible schedule to meet the needs of the position, typing speed of at least 30 WPM, strong proficiency in technology (*Microsoft, internet, computers, cell phones, etc.*), maintains an availability that meets the needs of the persons served and company. on-going assigned training and growth development.

Assigned Responsibilities May Include but Not Limited To:

- Follows all regulations as a “**Personal Attendant**”, as that term is defined in California Industrial Welfare Commission Order No. 15-2001. *Coastal Core Services are **NOT** medical/nursing/home-health/caregiving services and all Coordinators are required to always stay within their scope of responsibilities.*
- Coordinates/trains/communicates/supports/works collaboratively with persons served (*all ages*), community coaches, and stakeholders (*families, day services, funding agencies, etc.*) by maintaining communication, using a team approach, and maintaining a consistent positive, professional attitude.
- Completes leadership tasks such as scheduling tasks, system management, reporting requirements (*APS, SIRs, TCRC, Data, etc.*), intake procedures, feedback/evaluations, conflict resolution, communication (*email/phone/text/fax/other*).
- Follows all policies and procedures, manages documentation/data collection/systems/communication, schedules/facilitates/attends trainings, meetings, appointments, schedules assigned team, meets deadlines, develops/implements objectives/programs with individuals for skill building/maintenance.
- Provides 1 or more individuals (*of all ages*) in their homes and the community with support, supervision, training, teaching, and empowerment for skill building/maintenance areas and meeting their individualized goals, respite services for families, using a person-centered approach, as Personal Attendants defined by California Industrial Welfare Commission Order No. 15-2001. Support will vary, based on type of service being provided and could include, but is not limited to laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting, cleaning, evaluating person served, creating meaningful schedules, training/supporting individuals with individualized goals, educational goals, technology, locating and attending classes/local resources, locating volunteer opportunities, soft skills training, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor lifting/transferring with adaptive/safety equipment, transportation, mobility training, implementing behavioral plans, meeting designated deadlines, tracking goals through data collection, communicating information, following all mandated reporting requirements, maintaining strict confidentiality/privacy always, and completing required documentation.



1305 Del Norte Rd.
Camarillo, CA 93010
(805) 883-6615
apply@coastalcoreservices.com

ILS Coordinator (*Part-Time/Full-Time*) Job Description

- Trains, supports, and collaborates with the clinical team to best support persons served who experience behavioral/medical challenges which may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression.
- Follows all Coastal Core Services policies, procedures, mission, values, and beliefs to positively contribute to the highest quality of services and supports.

Compensation Package: **Employee benefits package may vary based on employee eligibility and if applicable for the employee status (part/full time).*

\$23.00/Hour Starting Compensation

401 K Retirement plan, Federal Mileage Reimbursement, Travel Time, Birthday Bonus, Phone/Data Stipend, Health (+ *Employer Contribution*), Dental, Vision, and Aflac Insurance Options, Vacation Time, Sick Time, and Bereavement Time, Holiday Paid Time Worked.

Standard Schedule/Expectation: Maintains a flexible weekly schedule either Sunday-Thursday or Tuesday-Saturday. **Typical work hours will be up to 40 hours a week, 4-5 days per week, between 8:00am-10:00pm, depending on services and support needs for everyone on assigned caseload.* Coastal Core Services operates throughout Ventura County, California and is open/providing service various days and times each week, including evenings, weekends, and/or holidays. The ILS Coordinator position's weekly schedule is subject to change, based on scheduling needs of person served and within employee's designated availability with Coastal Core Services. Coastal Core Services is supportive of employee's having secondary employment and educational obligations; however, their availability must still meet the needs of the role hired to fulfill and not conflict with their current Coastal Core Services schedules or Coastal Core Service's conflict of interest's policies. Requests to change employee availability after hired/promoted could result in status change or separation from the company if it is unable to be accommodated. The ILS Coordinator position is 100% in person as scheduled and remote work is not available through this role.

Employee Printed Name

Employee Signature

Date

Management Signature

Date