

L'ARCHE ERIE | PROGRAM SPECIALIST

JOB SUMMARY

Responsible for oversight of the person-centered services provided to assigned core members in compliance with legal and licensing regulations and contract requirements, to ensure that core members' health, safety, and programmatic needs are met. Assures core member documentation and service-provision records are accurately maintained. Assists with training requirements as needed.

RESPONSIBILITIES:

- Know and understand relevant federal, state, and local laws and regulations and contract requirements related to providing services to core members
- Develop and maintain systems for ensuring L'Arche complies with legal and contract requirements related to serving core members
- Assure that homes/programs are always prepared for licensing reviews
- Act as primary liaison with Supports Coordinators, consultants, and other professionals supporting the needs and desired activities of core members
- Ensure adequate participation in meetings and appointments related to core members' programs
- Follow 6400 regulations to direct the implementation, coordination, and revision of therapeutic programs and treatment services
- Coordinate core member intakes and discharges in cooperation with the Executive Director
- Participate in the Quality Management team
- Maintain HCSIS role and reporting as assigned
- Share in the rotation of on-call duties as scheduled

REQUIREMENTS:

- Must have one of the following groups of qualifications:
 - A master's degree or above from an accredited college or university and one year of work experience working directly with individuals with an intellectual disability or autism;
 - A bachelor's degree from an accredited college or university and two years of work experience working directly with individuals with an intellectual disability or autism;
 - An associate's degree or 60 credit hours from an accredited college or university and four years of work experience working directly with individuals with an intellectual disability or autism.
- At least one of year supervisory experience
- Proficiency with computers and Microsoft Office software
- Ability to establish and maintain professional relationships
- Ability to relate respectfully to others, listen attentively, and communicate clearly and directly
- Organized and able to perform role responsibilities with a high degree of initiative, competence, and independent judgement

L'Arche Erie, Inc. is an Equal Opportunity Employer.