



Residential Coordinator

General Summary

Serves as a Residential Service Coordinator who monitors, oversees and identifies day to day operational needs for New Mexicans with developmental disabilities living in Support Services community-based homes.

Residential Coordinator

Jobcode: G1210S

Pay Band: 60

FLSA Status: Nonexempt

Distinguishing Characteristics:

Directly supervise and train House Managers as well as indirectly supervise Residential staff while ensuring adequate scheduling of staff work schedules.

Recommended Education and Experience

A Bachelor's degree in Sociology, Psychology, Health Education and/or related field and two (2) years of experience working directly with individuals with developmental disabilities.

Minimum Qualifications:

An Associate's degree in Liberal Arts or General Studies from an accredited college or university and two (2) years of experience working directly with individuals with developmental disabilities.

Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience

*Essential Duties and Responsibilities**

- Ensure and implement New Mexico Developmental Disabilities Waiver Regulations (DD Waiver) and Standards, Commission on Accreditation of Rehabilitation Facilities Standards (CARF) and Department of Health Los Lunas Community Program Policies and Procedures.
- Oversee and monitor Special Services in up to nine Supported Living/Individual Contracted Supports setting in the community.
- Monitor staff to ensure health and safety needs of the individuals are met.
- Observe and document work performance of all assigned supervisors/employees on Managing Employee Performance (MEP).
- Observe and coordinate scheduling to achieve appropriate therapeutic staff-consumer ratios as needed in compliance with the Los Lunas Community Program policies and procedures and Individual Specific Plan (ISP) recommendations.
- Monitor, prepare and submit paperwork on a timely basis.

Bargaining Unit: Not Covered

Statutory Requirements:

Conditions of Employment: Subject to nationwide background search pursuant to NM Caregivers Criminal Screening Act, (Sections 29-17-2 through 29-17-5 NMSA 1978, and 7.1.9.1 through 7.1.9.11 NMAC.)

Working Conditions: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions* and the *recruitment needs* at the time a vacancy is posted. All requirements

are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 3/24/2016

Revised: 4/6/2016 (Min Quals)
