

<p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 10/22/2021</p>	<p>SHARED LIVING COORDINATOR Outpatient and Community Services</p> <p>Revised: 12/16/2021</p>
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Title: Shared Living Coordinator

Category: AS2

Code: SLC OCS

Minimum Educational Requirements: High school diploma or GED required. Associate's Degree or higher from an accredited institution of higher learning with a specialization in psychology, mental health and human services, behavioral health, behavioral sciences, social work, human development, special education, counseling, rehabilitation, sociology, nursing or closely related field preferred.

Minimum Experience Requirements: Minimum of one year of experience working in the developmental disabilities field preferred.

1. Follow all the MaineCare agency requirements for Shared Living oversight.
2. Ensure Shared Living providers are following MaineCare Home and Community Based Services (HCBS) settings rule and agency policy.
3. Provide ongoing training and support to Providers and Member.
4. Participate in ongoing communication with Providers, including onsite visits at least every other month and telephone contacts on alternate months.
5. Support Shared Living Providers, as needed, in all areas related to their responsibilities.
6. Assure that Providers complete ongoing professional trainings and provide consultation as needed.
7. Provide initial assessment when clients are referred. Complete intakes, administer assessment screenings as required, and enter data into electronic data base for client records.
8. Maintain regular contact with client, guardian, and other team members and community professionals involved with client.
9. Participate in Person Centered Planning (PCP) team meetings and develop a plan of care (PCP) for the client with input from the team. Work closely with team members to oversee implementation of the Person-Centered Plan. Monitor and document progress.
10. Ensure that Providers and clients (and guardians/families, as applicable) are aware of relevant community services resources, opportunities and assist teams in planning and accessing resources and opportunities.
11. Participate in individual/group supervision.

12. Work effectively with other programs inside and outside of Spurwink to ensure effective communication and best possible outcomes for clients.
13. Maintain records and documentation as required by Spurwink and OADS.
14. Maintain a positive attitude and professional boundaries throughout all relationships related to delivering services as a Spurwink Service employee both internally and in the community.
15. May perform other duties as assigned.

Immediate Supervision: OCS Adult Services Senior Program Manager, Regional Director, or designee.

Immediate Subordinates: None.

Schedule of Employment: Non-exempt.

Other: As an employee of Spurwink, the Shared Living Coordinator is expected to adhere to the policies and procedures of Spurwink. They must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position. It is reasonably anticipated that the Shared Living Coordinator may be exposed to blood or other potentially infectious materials. Therefore, they will receive bloodborne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. Maintain a current driver's license and clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date