



Program Coordinator – Adult Day Services

Location: Madonna School & Community-Based Services | 6402 N. 71st Plaza | Omaha, NE 68104 | 402-556-1883

Reports to: Director of Adult Day & Residential Services, Assistant Director of Adult Day Services

Direct Reports: Direct Support Professionals

Internal Peers Include:

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, including mild to moderate Intellectual and Developmental Disabilities (IDD) and Autism, through innovative and best-practice programs. Through each program we seek to help Form, Educate, Empower and Employ those we serve so they may achieve their full potential at home, school, work, and in the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools, St. Pius/Leo, and St. Robert Bellarmine.
- **Secondary Education** with core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities.
- **Transition** for young adults ages 18-21, with programs focused on developing the career and life skills that are key for a successful transition into adulthood.
- **Adult Services** for adults ages 21+ who are working hard to achieve competitive employment, independence, and community inclusion. Programs include Day Service, Employment Services, Residential Services, and Family Navigation services.
- **Project Search** a 10-month work training program for adults who exhibit work readiness, operated on the campus of UNMC and Nebraska Medicine and in partnership with the Munroe-Meyer Institute.

The Program Coordinator of Adult Day Services manages a caseload of 30-40 adult clients, including program delivery, schedules, data tracking and reporting, budget management, guardian and service coordinator relations, and supervision of Direct Support Professionals (DSPs). The Program Coordinator collaborates with the Director, Assistant Director, and a team of dedicated DSPs to deliver high quality programs focused on Habilitative Community Inclusion.

Principal Duties & Responsibilities

- Manage a caseload of 30-40 adult clients
- Coordinate client ICAPs
- Schedule and lead client Individual Service Plan meetings
- Support the development of client programs
- Oversee the execution of client programs
- Create and maintain DSPs schedules
- Oversee, review, and prove all client data and reporting in Therap, including attendance, transportation, short term objectives, general event reports and all required follow-up
- Complete the 30-day assessment for new clients and annually thereafter
- Complete monthly data reports, update and move short term objectives
- Communicate and coordinate with parents/guardians and service coordinators regularly and effectively
- Supervise all DSPs who serve clients in the caseload
- Provide all trainings required by the state as well as on-the-job coaching and supervision to DSPs

- Maintain clear records of all expenditures
- Manage the program budget in partnership with Finance, including daily bank account reviews
- Work with drivers to manage client transportation changes (i.e., client appointments) and manage the transportation fleet remains clean and orderly
- Support all Madonna Advancement efforts, including providing Marketing & Communication collateral and supporting fundraising efforts as requested
- Other duties as assigned

Knowledge, Skills and Abilities

- Passion for serving individuals with diverse abilities, including IDD & Autism, with proven, high-quality results
- Strong communication and problem-solving skills
- Trustworthiness and dependability to ensure clients, their guardians/families/caregivers, and their service coordinators can fully rely on the Program Coordinator
- Ability to multi-task with superior time-management skills
- Attention to detail, especially when adhering to specific protocols and rules while carefully following instructions to meet the client's needs and support their development
- Proficiency in the Therap data system required
- Knowledge of Waiver Services, especially Habilitative Community Inclusion, required

Education and Experience

- High School Diploma required, Bachelor's or Advanced Degree in Human Services or related area preferred.
- Minimum of 5 Years' Experience Serving Individuals with Diverse Abilities, including IDD & Autism
- Leadership Experience

Physical Demands & Sensory Abilities

- Ability to drive to multiple settings across the community
- Ability to navigate, walk through and provide support in settings across the community
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some crouching, stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing approximately 50-75 lbs. – this can include lifting and turning clients
- Physical, visual, and auditory acuity are required for this position

Work Environment

- Highly variable, occurring in settings across the community, that requires an ability to quickly learn and adapt appropriately to each environment

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer

Salary and Benefits

- Competitive and commensurate with experience and other qualifications
- Full time employees enjoy many paid benefits, including full coverage of individual health care premiums

**Interested candidates should send a resume and cover letter
to Tabitha Keating at tkeating@madonnaschool.org**