Family Works Programs, a social service agency, is seeking a qualified and skilled individual to become a Home Coordinator for our Developing Abilities Program; a program providing intensive services to children and adults with Autism and other developmental disabilities. Experience working with this population AND previous employment as a manager or supervisor is required. This is a full-time position with varying hours and an on-call responsibility. Compensation range begins at $30,000 annually and will be based upon education and experience. Health, Dental, 401K, paid time off, and other benefits are available to full-time employees of Family Works Programs.

Candidates for Home Coordinator must meet one of the following licensing qualifications as required by the Department of Children and Families Administrative Code, Chapter 56:

- A 4-year college degree from an accredited college or university in social work; sociology; special education; psychology; counseling; criminal justice; nursing; or other health, education, or human service related field.
- Two years of supervised full-time work experience in an out-of-home care or assisted living program with individuals with developmental disabilities.

Basic duties and responsibilities include direct care, as well as:

- Accountability to ensure that 24 hour care is provided in the home. This includes working varied shifts and hours within the home and an on-call responsibility.
- Participating in developing, reviewing and updating assessments, treatment plans, progress reports, behavior intervention plans, etc.
- Providing supervision and training to direct care staff, including support, consultation, coaching, staff development, monitoring, and addressing performance issues.
- Periodically reviewing and updating policies and procedures.
- Overseeing the day-to-day operations of the home, including household budget, grocery shopping, household shopping, staff scheduling, household maintenance, etc.
- Attending treatment team meetings and advocating for your clients.
- Scheduling, attending, and transporting clients to medical-related appointments.
- Working cooperatively with other support staff in the home.

Must be 23 years of age, possess a valid driver’s license, and have an impeccable driving record. Candidates are subject to pre-employment background checks, drug screens, health examinations, and reference checks. Candidates must reside within 30 minutes of Madison.

Please send your resume to Amanda Siefert at amandas@family-works.com for consideration.