PROGRAM COORDINATOR -
RETIREMENT/DEMENTIA DAY HAB

APPLY NOW

Fargo, ND 58103
Job type: Full-time
Contact: Amy Schultz
Post date: 4/22/2020
Close date: 5/4/2020

Apply for this position

The Vocational Training Center (VTC) of Fargo, ND is seeking an innovative, highly motivated individual for the position of Program Coordinator for the Retirement/Dementia Day Habilitation Program. For the qualified candidate, this position provides an outstanding opportunity to directly impact the lives of supported individuals through the creation, implementation and direction of internal and community integrated activities and experiences.

As the Program Coordinator, you will:

• Be the primary person responsible for the direction and overall success of the Retirement/Dementia Day Habilitation Program. This includes:
  o Ensuring all aspects of the Retirement/Dementia program comply with state and federal regulations
  o Developing strategic plans and service goals that enable and encourage growth in the Retirement/Dementia program
  o Researching, exploring, and promoting new activities, opportunities, adaptive equipment and technology that will enhance and expand on the services provided through the program
  o Mentoring, training, and supporting Direct Support Professionals in all aspects of the Retirement/Dementia program

• Manage the Person-Centered Service Plan process for supported individuals which may include:
  o Developing, monitoring and reporting on support plans
  o Conducting assessments and creating progress reports
  o Coordinating and facilitating support network meetings
  o Training Direct Support Professionals on methods, strategies and techniques relative to supported individuals’ programs and active support

• Maintain flexibility and composure in an ever-changing environment

Requirements:
• Must meet ND Qualified Developmental Disability Professional (QDDP) requirements:
  o Bachelor’s Degree from an accredited college or university in Social Work, Human Services or a related field
  o One-year experience working with individuals with intellectual disabilities
• Current Driver’s License
• Preferred: Supervisory experience and knowledge of community resources and businesses
EOE, including disability/vets