

PROGRAM COORDINATOR - NOR-WEST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director, an incumbent of this position is responsible for planning and coordinating activities and services related to the Nor-West Regional Special Services Program which provides community-based therapeutic recreation programs, respite and transportation services to persons with differing abilities residing in the northwestern portion of Westchester County. The incumbent is responsible for a variety of program components including client outreach, program development, assessment and evaluation of facilities, the provision of transportation and the securing of appropriate program staffing levels. The position must be knowledgeable in all aspects of the client population and address those needs through program development and program services including knowledge of Office for People With Developmental Disabilities (OPWDD) and Medicaid Waiver services. Supervision, both direct and indirect, is exercised over the Program Supervisor and part-time program staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives referrals of potential clients from parents/guardians or professionals and reviews client intake materials for eligibility and appropriateness for recreation programs or other services;

Develops, establishes goals of, and implements new recreational or other service programs to meet client needs;

Communicates to and meets with contact individuals from the state and/or voluntary agency operated group homes as to Nor-West program service delivery;

Coordinates program transportation including preparation of transportation schedules, scheduling of routine/emergency maintenance or repairs;

Recruits, interviews, hires and supervises part-time vehicle operators and transportation monitors;

Recruits, interviews, assigns and evaluates part-time program staff to ensure appropriate staffing levels for scheduled activities;

Locates, books, schedules and evaluates all appropriate facilities used for recreation program service delivery (i.e., pools, gymnasias, bowling lanes, classrooms);

Develops seasonal brochures and registration materials for all community client and group home programs;

Reports to the Director the current status of problems, issues, programs and projects and, as required, may report to the Board of Directors;

Prepares program budgets to determine costs associated with the delivery of individual recreation programs;

Supervises one or more Nor-West recreation programs;

Assists in the development and implementation of part-time staff orientation and training;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the development of agency policies and programs regarding recreation service delivery;

Assists with maintaining Medicaid records as required by OPWDD;

Assists in Medicaid billing;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the social, medical and recreational needs of the developmentally disabled; good knowledge of program routines, procedures and policies as they apply to recreation activities and services; working knowledge of New York State Department of Transportation rules and regulations; ability to organize, direct, supervise and coordinate the work of others; ability to present ideas effectively, both orally and in writing; ability to prepare and maintain accurate reports and records; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgement; tact; resourcefulness; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Therapeutic Recreation, Special Education, Physical Education, Recreation, Human Services or a related field and one (1) year of experience providing and/or supervising educational, recreational, counseling, or similar services to special population groups, such as the developmentally disabled or (b) a Bachelor's Degree* and two (2) years of experience as in (a) above; or (c) an Associate's Degree* and four (4) years of experience as in (a) above.

SPECIAL REQUIREMENT: Possession of a valid license appropriate for the vehicle to be operated issued by the New York State Department of Motor Vehicles at time of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.