



Position Description

The Arc Achievement Program (TAAP) Coordinator

The Arc Achievement Program (TAAP) is comprised of classes and activities that promote the physical, social and mental well-being of participants with developmental disabilities. TAAP is a Day Supports Activities program under ODDS, which receives Medicaid reimbursement for hourly services. The TAAP Coordinator position is 1 FTE and is supported by program staff and accountable to the Executive Director. Benefits are included.

Qualifications

- Professional experience working with people with developmental disabilities and managing staff and/or coordinating programs, with references
- Experience with ISP meetings and associated documents
- Excellent communication skills via in-person, phone, email and written methods
- Proficient in Word, Publisher, and basic Excel, as well as the willingness to learn new computer programs
- Able to work flexible hours according to optimal program scheduling
- Neat, organized and professional in appearance
- Must pass a criminal history check
- Must be at least 21 years old
- Possession of a valid Oregon driver license and clean driving record
- Current CPR/First Aid Training (Provided and maintained by The Arc, if not current)

Responsibilities

- Develop and implement Day Support Activities in accordance with The Arc Benton's Policies and Procedures Manual for such services
- Attend ISP meetings and complete the associated documents for DSA supports
- Ensure the safety, progress and success of program participants, staff, and volunteers
- Create a positive, transparent and respectful work culture by example and coaching
- Recruit, hire, train, supervise and regularly evaluate Program Staff
- Recruit, train, and volunteers/interns
- Invest in the growth and improvement of TAAP
- Work closely with the program's billing specialist to ensure timely and accurate Medicaid and private pay billing
- Comply with all policies and procedures of The Arc and State Certification regulations
- Supervise expenditures of the program for budget compliance
- Use excellent communication and public relations skills when dealing with staff, customers, family members and the community
- Prepare statistics and stories for reports to the Administration, Board of Directors or grantors
- Work to continually improve the quality, efficiency and effectiveness of TAAP and to grow the program to meet more needs
- Other duties as assigned by the Executive Director

Compensation: Monthly salary is \$4,290, plus full health, vision and dental insurance coverage and PTO