

Position: Adult Day Training Team Member
Immediate Supervisor: Program Director
Direct Reports: None



Elevate's mission is to create a pathway to independence for individuals with disabilities through work ready learning, life skills development, employment placement and programs that support person-centered success.

The daily activities of Elevate are comprised of person-centered programs, focused on the individual goals of each of our participants: Goals to help gain independence, to live and work in our community, to serve others, and to explore and develop unique talents and gifts, as we create an atmosphere of support, empowerment, and sustainability for everyone we serve.

Job Responsibilities: The ADT Coordinator will

- Serve as an active member of the Day Training Team, including as a direct support professional, teacher, community guide, medication administrator, and advocate for the individuals in the day training program.
- Provide individualized supervision of participants as determined by individual plans of care, in all areas of job description. May include assistance with self-help skills, toileting, break and lunchtimes.
- In coordination with the Adult Day Training team, create and implement an Adult Day Training curriculum with person centered activities that are creative, innovative, engaging, functional, and stimulating to maximize each individual's ability to pursue individual interests, dreams, and employment related goals with an emphasis on Community/Independent Living Skills and Life/Social Skills
- Document, in the form of monthly summaries, the provision of consumer services, time, and attendance per policies and procedures and funding mechanisms. Documentation should reflect client participation and progress toward goals on each client's daily note. Ensure that individual goals are being met and documented on the day that activities/trainings are conducted.
- Participate in training per the curricula and criteria established and approved by the Department for Medicaid Services Michelle P Wavier and/or the Support for Community Living Waiver Programs, as well as other training provided by Elevate management.
- Actively participate on program admissions team. When referrals are assigned to caseload, facilitate each applicant's introduction to program and communicate the admissions team's official acceptance, denial, or deferral of application. If applicant is admitted, facilitate completion of admission paperwork and participant orientation to the program.
- Complete an agency specific annual satisfaction survey and communicate findings of that plan to the participant's Medicaid Waiver interdisciplinary team. Work to ensure that the participant's annual goals are aligned with services provided by Elevate's Day Training Program.
- Coordinate the planning and implementation of Medicaid Waiver person centered annual plan of care meetings with provider network interdisciplinary team for each Medicaid Waiver participant on caseload.

- Collaborate and communicate with participant's interdisciplinary team and family regarding daily issues and needs when identified. Document this communication in electronic medical record system per agency policy.
 - Collaborate and communicate with participant's interdisciplinary team and family regarding transportation needs and program attendance and related to program staff when necessary.
- Coordinate incident reporting and follow-up with program staff and interdisciplinary team according to company policy and DDID regulations.
- Perform other related duties as instructed by management.

Job Qualifications:

- Education: High School Diploma, some college preferred
- Experience: Two years of related experience and/or education in field required

Other Qualifications:

- Must have a current driver's license and pass drug/criminal background checks prior to employment.
- Must successfully complete Medicaid-required training within six (6) months of employment and prior to working with consumers alone.
- Be able to adapt and to move from task to task within the job description.
- Must be able to communicate with other providers in professional manner.
- Must be able to write professionally.