



EMPLOYEE NAME:		
Job Title: Inclusion Coordinator	FLSA Status: Non-Exempt	Department/Location: Supportive Services/Lacey
Reports To: Client Services Director	Pay Grade: \$14/hour; 0.15 FTE	Revision Date: September 11 th , 2020

POSITIONS REPORTING TO THIS POSITION:
N/A

JOB SUMMARY:
This position coordinates the provision of individualized assistance to older people with developmental disabilities to enable them to more fully participate in programs, classes, activities, meals and trips offered by Senior Services for South Sound's Olympia location.

DUTIES
<ol style="list-style-type: none">1. Determines interests and capabilities of older individuals with developmental disabilities and develops new programs matching their interests.2. Plans, implements, and staffs new activities in coordination with other Senior Center Activity and Supportive Services staff.3. Participates in staff meetings and trainings.4. Assesses and provides needed support and volunteer opportunities to individuals with developmental disabilities allowing them to successfully participate in the existing programs at the Olympia Senior Center.5. Establishes and maintains effective relationships with individuals with developmental disabilities, their families, Division of Developmental Disabilities Administration (DDA) case managers, and other related parties as needed to assist in the success of the program and the individuals participating in it.6. Maintains effective records and reporting system in accordance with DDA.7. Measures progress and evaluates success of the program in accordance with DDA.8. Helps create and distributes marketing information about activities offered.9. Performs other duties as assigned.10. Provides all the above as distanced services while the senior centers are closed.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES
REQUIRED: First Aid/CPR/AED certification PREFERRED: WA Food Handler's Card

EDUCATION REQUIREMENTS AND PREFERENCES:**REQUIRED:**

High school diploma or equivalent.

PREFERRED:

Associate's or Bachelor's degree.

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED: At least one year of experience working with and providing direct service to a senior and/or developmentally disabled adult population.

PREFERRED: At least two years of experience working with a senior and/or developmentally disabled adult population. The ideal candidate will have experience working with both of these populations.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to teach people with developmental disabilities how to learn new tasks, games, activities, and interactions. Example: Demonstrated ability to model, provide verbal and physical cues and to break tasks down into smaller steps.
2. Strong belief in the inclusion of people with developmental disabilities in their community.
3. Ability and preference for teaching a person how to do something for themselves rather than doing it for them.
4. Ability to engage and motivate others.
5. Ability to deal with crisis situations with spontaneity and good judgment.
6. Ability to be creative and flexible.
7. Knowledge of recreational activities.
8. Ability to work in a varied environment.

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in an office or branch setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software (including Microsoft Office products) and security equipment as required to perform Essential Functions. Travel to attend meetings and training sessions is required.

During distanced services, while the senior centers are closed for the covid-19 pandemic, duties will be performed from the employee's home, and attend meetings and training sessions virtually.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk		
a. Up to 10 pounds (sedentary)	F	17. Stand (Continuous)		
b. 11-20 pounds (Light)	F	a. 30 minutes	O	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	N	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	N	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	O	
b. 11-20 pounds (Light)	O	b. 60 minutes	N	
c. 21-50 pounds (Medium)	N	c. 1-3 hours	N	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	N	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	O	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	O	7. Creativity	Y	
b. 11-20 pounds (Light)	N	8. Concentration	Y	
c. 21-50 pounds (Medium)	N	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	O	Work Environment	Yes	No
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	N	2. Outside work	Y	
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid	Y	
6. Climb (stairs) - climb & descend	O	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical		N
8. Stoop or bend	O	2. Electrical		N
9. Crouch	O	3. Burns		N
10. Kneel	O	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	F	6. Cramped/confined work area		N
13. Hear	C	7. Blood borne pathogens		N
14. See	C	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	F			
c. 1-3 hours	N			
d. 3-6 hours	N			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. **If an accommodation is required, contact Human Resources to start the interactive process.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

DD & ED Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.