

CHOICES

JOB DESCRIPTION

JOB TITLE: ACT PROGRAM COORDINATOR

REPORTS TO: ACT TEAM LEAD

DESCRIPTION STATUS: NON-EXEMPT

SALARY: \$17.00 - \$17.50 DOE

HOURS: Full time, M-F, 9am – 5pm

POSITION SUMMARY

The **ACT Program Coordinator** is a team member who provides administrative, clerical and reception support for the trans-disciplinary Assertive Community Treatment (ACT) Team. Responsibilities of this position include, but are not limited to those listed below.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Coordinate, manage and ensure the efficient operation of ACT Team office.
2. Assist with compliance for accreditation, certification and regulatory standards.
3. Provide data for written reports requested by city, state, and / or federal funding sources.
4. Provides direct support to staff
5. Data Entry
6. Take meeting minutes for all ACT meetings
7. Developing and / or managing the daily staff schedule and updating it based on reports in the daily team meeting as well as staff vacation / leave.
8. Supporting staff in the office, including assisting with consumers' various medical, housing and benefits appointments and case management tasks (eg; working with landlords)
9. Supporting staff out in the field (eg; rescheduling another staff to see a consumer who is absent during contact; looking up an address for a consumer's doctor's appointment)
10. Works directly with consumers and natural supports by phone and in person. It is clear that the team relies on the program assistant to be in the office to attend to emerging needs throughout the day, including the following,
11. Responding to walk-ins, including reviewing medication refills with the team nurses and disbursement of funding
12. Handling calls from consumers' family members and natural supports
13. Contacting other team members when needed to assist with response to walk-ins and / or phone calls or to update them
14. Provide backup support to business office as needed
15. Perform related work as assigned

***** This position holds no supervisory duties**

NOTE: Meeting these functions are the primary responsibility for the designated program coordinator, not secondary to other administrative or clerical responsibilities

CHOICES

A. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and the Peer Bridger Program. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

REQUIRED ESSENTIAL JOB QUALIFICATIONS:

1. Patience, creativity, flexibility, compassion and sensitivity to persons with disabilities and other minority populations
2. Responsible, organized, efficient
3. Intermediate to expert level experience with Microsoft Suite
4. High level of confidentiality and ability to work w different personalities on all different levels
5. Excellent communication and writing skills as well as computer literacy (experience with financial spread sheets a plus)
6. Good with problem solving.
7. Knowledge with Microsoft Suite and Outlook – Advanced Excel knowledge a plus
8. Able to pass an extensive state and federal background check
9. Knowledge of AKAIMS preferred but not required
10. Negative TB test results
11. Valid AK drivers license with 5 years clean driving record
12. Have your own personal transportation
13. Excellent typing skills and knowledge of office equipment (fax machine, photocopier, etc.) use and maintenance
14. Other duties as assigned

We are an EEO, AA, and ADA employer

This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are typically in a community setting. Frequent sitting. Long periods of standing and walking. Some lifting of 50 lbs or less and some stooping, squatting and bending.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I have received and read the CHOICES, Inc. HF – ACT Program Coordinator Job Description. I agree to keep it readily available and to refer to it often.

Employee Printed Name: _____ Date: _____

Employee Signature: _____