



COMMUNITY OPPORTUNITY CENTER

Our Mission: We promise to help people with developmental disabilities lead meaningful lives by providing quality housing and individualized support

Job Title: Assistant Administrator	Status: Full Time / Non-Exempt
Home Locations: Plymouth, Redford, Garden City, Livonia	Hourly Pay Rate: \$19.10
Reports to: Home Administrator	Program oversight provided by: Program manager and Executive Director

Benefits:

- Medical, Dental and Vision Insurance
- Paid Training
- Life Insurance
- Paid Time Off
- 401K with company match
- Sign On Bonus

General Statement of Responsibilities:

The Assistant Administrator assists people with activities of daily living, personal care and community integration to help them develop lifestyles which reflect their preferences and interests. Fulfilling the duties of the home administrator in his/her absence and participates in the development, implementation and monitoring of goals and activities identified for each person supported by the home(s), as noted in the individuals Person Centered Plan (PCP).

Job Specific Responsibilities:

- ❖ Supervises home staff in collaboration with, and in the absence of, the home admin.
- ❖ Assure that applicable COC policies and procedures are known and carried out in the home.
- ❖ Perform delegated assignments from the home administrator which include:
 - Assists individuals with necessary personal care and daily living skills.
 - Assist in the orientation and training of new staff.
 - Assist in the process of evaluating potential new residents.
 - Regular review and follow-up on the documentation related to people served
 - Assist in the preparation for Audits and Review from all governing agencies.
 - Conduct monthly program updates and maintain resident files according to contract obligations.
- ❖ Work cooperatively with the Interdisciplinary team in supporting each individual's PCP, which include but may not be limited to:
 - Train staff on all aspects of PCP's
 - Work alongside staff on the implementation of the PCP and provide direction as needed.
 - Ensure staff are attending to goals and objectives identified in PCP.
 - Assure required documentation is completed.

Qualifications:

- 1) Must be at least 18 years old.
- 2) High school diploma or equivalent.
- 3) Have a valid Michigan driver's license and maintain the ability to be insured by COC's insurance carrier.
- 4) Proficient with written and verbal communication skills.
- 5) Complete and maintain all required training.
- 6) Evidence of supervisory and administrative skills
- 7) Ability to lift 35 + pounds; perform safe transfers for individual with limited mobility

Curtis 33730 Curtis Livonia, MI (248) 888-0178	GCOM 6337 Central Ave Garden City, MI (734) 425-0203	Livonia (LOH) 31230 Lyndon Livonia, MI (734) 522-5073	Milburn 19415 Milburn Livonia, MI (248) 615-7569	Redford (ROH) 17360 Beech Daly Redford, MI (313) 531-3411	Plymouth (POH) 593 Deer Street Plymouth, MI (734) 455-2669	Friendship 42445 Schoolcraft Plymouth, MI (734) 420-0912
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