



Residential Habilitation PROGRAM COORDINATOR

CPI NOW ACCEPTING APPLICATIONS FOR RESIDENTIAL HABILITATION PROGRAM COORDINATOR

Residential Habilitation Program Coordinator

Accepting applications for one position in the Nampa/Caldwell area

GENERAL INFORMATION:

Posting Date: Oct. 25, 2011

Closing Date: Nov. 4, 2011

Wage: Commission pay averaging \$2400 - \$2900 month based on fulltime caseload

Benefits: Medical, Dental, Vision, 401K, mileage and cell phone reimbursement

Hours: Fulltime **Reports to:** Program Coordination Hub Supervisor

Full position description available on our website: www.mycpid.com

POSITION SUMMARY-Residential Habilitation Program Coordinator:

Program Coordinator works with Certified Family Homes that provide residential habilitation to adults with developmental disabilities. Program Coordinators will be responsible for providing training, orientation and oversight to Certified Family Home (CFH) providers. Services include the development of Residential Habilitation Program Plans, including Program Implementation Plans (PIPs). Program Coordinators will also be responsible for maintaining participant files, monitoring participant progress, completing qualify assurance reviews and completing monthly reports as required by the Department of Health and Welfare.

Program Coordinators will be responsible for carrying a full time caseload of 90-110 CFH participants.

JOB QUALIFICATIONS:

Minimum Skills, Education, Experience required:

Qualified Mental Retardation Professional (QMRP)

- Bachelor's degree in one of the following professional categories: psychology, social work, occupational therapy, speech pathology, professional recreation or other related human services profession.
- Minimum of one (1) year experience working directly with persons with a mental retardation diagnosis or other developmental disability.
- Minimum of one (1) year of experience writing habilitation programs and providing skill training.

Note: MUST provide proof of QMRP qualifications with application (including copy of diploma)

- Ability to work interdependently and independently with a high degree of self-direction.
- Exceptional organizational skills
- Excellent oral and written communication
- Microsoft Office (Word, Excel), computer skills including electronic client software.
- Ability to use Smart phone with data plan
- Able to manage caseload of 90-110 CFH participants.
- Able to travel based on regional caseload.



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Download application
from website:

www.mycpid.com

For questions, email:
recruit@mycpid.com

Please send:

- Cover letter
- Resume
- Job Application
- Copy of College Diploma

email to:

recruit@mycpid.com

or fax:

(208) 376-4988

or mail:

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