



Southern Tier Independence Center

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Position Title	Habilitation Coordinator	HR USE ONLY	
Date Issued	10/2024	Hour Per Week/ Status	40/FT
Date Revised	1/2026	Hourly Rate	\$21.00
Reports to	Habilitation Director	FSLA Status	Non-Exempt
Department	Habilitation	Location	Broome

Summary

Habilitation Coordinator is responsible for coordinating and overseeing the delivery of habilitation services for individuals with developmental disabilities. The role involves creating, implementing, and monitoring individualized service plans that promote skill development, independence, and community integration. Responsibilities also include interviewing, hiring, training and supervision of Direct Support Professionals. Work closely with individuals, their families, and a team to ensure the services align with each individual's needs and goals, while maintaining compliance with Agency and OPWDD regulations and policies.

Education and Experience

- Bachelor's Degree in Human Services or related field; and
- One year of experience work with individuals with developmental disabilities.

Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Experience Recruiting and supervising staff.
3. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
4. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
5. Ability to communicate effectively, both verbally and in writing.
6. Demonstrate professional work habits including dependability, time management, independence and responsibility.
7. Knowledge of ethical and professional responsibilities and boundaries.
8. Excellent attention to detail and organizational skills.
9. Ability to multi-task and work effectively in both a team and individual setting.
10. Capacity to work in various settings, including home visits and community-based locations.
11. Valid Driver's License and reliable vehicle.

Essential Job Functions

1. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations related to OPWDD Habilitation and Medicaid.
2. Recruit, screen, interview, train, schedule and directly supervise Direct Support Professionals (DSP).
3. Conduct a daily review of timesheets, documentation, and expense/mileage requests for Direct Support Professionals.
4. Assist consumers applying for Habilitation services by completing and/or submitting applicable documentation including STIC's Habilitation Intake packet, DDP 1, DDP 2, & CHOICES paperwork.
5. Assist consumers in developing Staff Action Plans, oversee their implementation, and attend six-month and annual Life Plan meetings.

6. Monitor consumer's progress in the areas of productivity, inclusion, independence, socialization, community inclusion, recreational activities, daily living skills, etc. and assist in establishing contacts within the community to expand a consumer's opportunities.
7. Schedule and attend DSP/consumer meet and greets.
8. Establish and maintain a professional relationship with consumers, families and Habilitation team at all times.
9. Maintain program service records and documentation in accordance with applicable laws and regulations to ensure that they are complete and up to date and submit reports by the designated deadline. This includes, but is not limited to: Initial/Intake documentation, daily documentation, monthly documentation, Staff Action Plans, and Life Plans.
10. Complete all mandatory training in accordance with STIC and OPWDD regulations, including First Aid, CPR, and an OPWDD approved intervention course as needed.
11. Address and report all incidents, abuse and/or accidents observed during the delivery of service to consumers, following both STIC and OPWDD guidelines/regulations.
12. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
13. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
14. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
15. Perform all other duties relevant to the position as requested.

Physical Requirements/Working Conditions

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Must be able to travel throughout covered territories in the Southern Tier of NY as needed.
- May require flexible scheduling to meet the needs of the individuals and programs, including occasional evening or weekend hours.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____