



MERC I

Mentally & Educationally
Retarded Citizens, Inc

www.merci.org

Main Office
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Monterey Park, CA 91754
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Ernie's Place
Residential Home
630 N Nicholson Ave.
Monterey Park, CA 91754
(P) 626 280 7205
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Mission Statement

It is the mission of MERC I to provide people with severe to profound developmental disabilities the right to an education in life skills, the opportunity to maximize their independence and to advocate for their choices.

MERC I carries out this mission by investing in highly trained staff to help the people we serve achieve growth in their day-to-day lives.

MERC I recognizes that some people may need support as members of society. MERC I is a partner with the consumer and their families and/or careproviders to help provide support, achieve growth and to advocate for their choices.



MERC I is a 501(c)(3) nonprofit organization as defined by the IRS. All donations are tax deductible.

FIN 95-2219917

MERC I is a private, nonprofit agency providing support to adults and children with developmental disabilities at our Adult Development Center and Activity Center. MERC I's programs include Day programs, include after school programs and a residential facility for adults. Benefits for qualified employees include paid holidays, sick leave and vacation. MERC I seeks employees who are motivated, creative and desire to advance in the field of human services.

Job description for:	Assistant Residential Coordinator
Department:	Residential
Wage Category:	Non-Exempt
Reports to:	Residential Administrator
Hours Per Week	40 hours per week

JOB STATEMENT

Able to assist the residential administrator in overseeing a Residential Facility serving 6 individuals with developmental disabilities and minor behavioral challenges, requiring significant assistance in self-care. Will assist in the development of person-centered planning goals for the consumer. Will assist in the interviewing, hiring and placement of staff as well as assist in the interviewing and placement of potential consumers into the program. Will ensure the optimal operation of the residential home. This position is direct care.

JOB DUTIES

1. Will assist in ensuring consumer's safety, dignity, and well-being as well as providing consumers with any required help in fulfilling their personal and private needs.
2. Will foster positive relationships with MERC I Board of Directors, MERC I staff, consumers, as well as consumers' families and/or care-providers, outside persons and/or agencies such as representatives from regional centers, licensing, local governments and the community at large.
3. To work towards the development, implementation and monitoring of the day-to-day operation of a residential home.
4. Participate in hiring, training, supervising and evaluating staff.
5. Supervise timely preparation of comprehensive person-centered plans for consumer.
6. To complete all documentation required; to include attendance records, incident reports, allocation records, consumer charting and supply requisitions.
7. Will work with all staff to keep residential home in compliance for all Community Care Licensing requirements.
8. Will oversee and participate in the assessment of consumer's personal goals.

"open the door to understanding"

9. Will work with the residential administrator on the schedules (consumer and staffing) and attend Program Plan/Person Centered meetings with consumer, Direct Support Professional, parent/careprovider, and regional center case manager, as needed.
10. Work in conjunction with other administrative staff to identify training needs of Direct Support Professional, plan and implement appropriate training.
11. Provide liaison between Direct Support Professional, consumers, and families regarding consumer's welfare and concerns.
12. Will work with the residential administrator in monitoring/ purchase of supplies, records, and expenses of the program.
13. Will work with the administrator in the monitoring of time sheets of Direct Support Professional, consumer's attendance records, and any records necessary to the success of the program.
14. To perform all other duties as assigned.

JOB SPECIFICATIONS

1.
 - a. BA degree in Social Services or related field; minimum of one year experience in Human Services.
 - b. AA in Social Services or related field; at least two years' experience in Human Services.
 - c. High school diploma, at least four years' experience in Human Services.
2. Ability to express ideas clearly in both written and oral grammatically correct English.
3. Bilingual preferred (especially Mandarin, Cantonese, Spanish) to include oral and written communication.
4. Current First Aid/CPR certification.
5. Ability to lift, with one person's assistance, up to 70 pounds.
6. Management experience preferred.
7. Current California Driver's License and ability to drive agency's vehicles.
8. Successful completion of Direct Support Professional Certification I & II.
9. Any other requirements of Licensing and/or Regional Center.

Employee

Date

Residential Administrator

Date

Associate Director

Date

Executive Director

Date