

# SPRING LAKE RANCH JOB DESCRIPTION

## Program Coordinator

**POSITION TITLE:** Program Coordinator

**LOCATION:** Cuttingsville

**REPORTS TO:** Program Coordinator Supervisor

**JOB CLASSIFICATION:** Full time; temporary; hourly/non-exempt position

### **WAGE & BENEFITS:**

- Wage: \$15/hour
- Housing: Program Coordinators live in private rooms within client/resident houses. Market value of \$6000/year.
- Meals: Access to 3 meals/day. Market value of \$12,775/year.
- Insurance: Health, dental, and vision premiums covered 100% by Spring Lake Ranch.
- Unlimited access to campus amenities including gym, tennis court, lake, woodshop, art studio, hiking trails etc.

### **POSITION SUMMARY:**

Program Coordinators provide live-in support, structure, and guidance to residents through informal contact, house activities, and work crew activities to create a positive environment and comfortable home-like atmosphere. They are role models for clients/residents on developing and living a healthy, full life.

### **ABOUT SPRING LAKE RANCH:**

Nestled in the Green Mountains of Vermont on beautiful Spring Lake, Spring Lake Ranch is a farm-based residential program for adults struggling with mental health and often co-occurring substance abuse issues. Through community, work and play, we help our residents find hope, meaning and purpose while learning how to manage their lives on a daily basis.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

#### HOUSE ADVISING RESPONSIBILITIES:

- Provide live-in support, structure, and guidance to residents through informal contact and house activities to create a positive environment and comfortable sober home-like atmosphere.
- Assume various roles such as mentor, guide, and advocate to support the recovery, well-being, and community experience for residents.
- Assist the residents in the house with creating, shaping, and attaining their goals.
- Develop/apply interpersonal skills on on-going basis including flexibility, empathy, patience, effective communication, careful listening, limit setting, and firm personal boundaries.
- Assist residents with housecleaning and bedroom cleaning.
- On-call overnight coverage in the house up to five nights a week.
- Help with urgent emotional support and crisis intervention as needed.
- Work evenings and drive "Friday Fun" as assigned.
- Wash dishes when scheduled.
- Initiate activities, games, and conversation with residents on weekends and evenings.
- Support and collaborate with the staff person who is doing med administration by proactively finding individuals who are late for meds, including those who must be awoken.
- Provide transportation for Work Program, recreational activities, house outings, emergencies, etc. as needed.

#### RESIDENT ADVISING RESPONSIBILITIES:

- As part of an advising team for several residents in your house, support the clinician in the development and implementation of "action plans" to guide residents' experience and attainment of recovery goals during Ranch stay.
- Attend monthly team meetings.
- Communicate frequently with your residents, their clinician and supervisor.

#### CREW LEADING RESPONSIBILITIES:

- Foster resident sense of personal growth, meaningful contribution, and social belonging through positive work crew interactions and experience.

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- Ensure safety through worksite hazard management, proper tool/machinery technique, and following of procedures and policies.
- Communicate with residents' treatment teams regarding concerns observed on crew.
- Contribute to weekly work program notes.
- Balance individual resident needs/challenges with task productivity.
- Encourage/teach new skills and appropriately challenge residents to develop the self-confidence that comes from accomplishing a task.
- Assist co-workers in getting the crew together and starting work on time.
- Clean up the work area and put tools away after each work crew.
- Coordinate and plan with work program leaders to develop projects and work plan.

### **COMMUNITY RESPONSIBILITIES:**

- Demonstrates an understanding and commitment to the SLR Mission, Vision and Core Values.
- Maintain respectful, therapeutic, and supportive relationships with Spring Lake Ranch at all times.
- Maintain resident/client privacy by keeping personal information confidential in accordance with federal HIPAA legislation and Spring Lake Ranch policies and procedures.
- Willing to draw upon personal talents, interests, and passions to develop special programming for the community and develop relationships with individuals.
- Participate in holidays and other Ranch special events throughout the year.
- Attend weekly staff and department meetings and staff development opportunities, meeting the licensing training requirements for position.
- Crisis intervention and assistance as needed.
- Other duties as requested.

### **QUALIFICATIONS:**

- Desire to live and work in a diverse community setting.
- Ability to establish and maintain firm personal/professional boundaries in a therapeutic community setting.
- Previous experience in mental health and/or substance abuse recovery preferred.
- Ability to participate in physical work and physical activity in all possible outdoor weather conditions, activities may include outdoor work/active games/sports and moderate lifting/carrying of up to 40 lbs.
- Ability to work collaboratively as part of a team.
- Ability to accept supervision, feedback, and constructive criticism.
- Strong interpersonal skills and flexibility.
- Respect for others, compassion, patience.
- Willingness to learn and to try new things.
- Good judgment, responsibility, dependability.
- Enthusiasm, energy, initiative.
- Limit-setting and conflict resolution skills.
- Driver's license and good driving record.