

# 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: \$13.67/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 the 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

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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.
- 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 own personal talents, interests, and passions to develop special programming for the community and develop relationship 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.