



Job Description IDLA Lead

Echoing Hope Ranch (EHR) is searching for the newest member of our team! Join a team that is dedicated to providing Growth, Discovery & Lifelong Learning to teens and adults with autism and other developmental disabilities.

The **Individually Designed Living Arrangement Lead** (IDLA) reports directly to the Program Assistant Manager. Their primary duties include scheduling staffing for IDLA homes owned by EHR, conducting spot checks, completing required documentation, coordinating with transportation, and attending team meetings to develop person centered plans for participants.

A great IDLA lead will have a solid understanding of how to plan schedules to maximize efficient use of staff and ensure coverage in the homes. The IDLA Lead will ensure all documentation is accurately maintained, including documentation pertaining to participants. The IDLA Lead will ensure all staff are following the proper procedures and at standard when providing services to participants and will assist staff in documentation of incidents and other required reports.

The duties of this position are vital to the operation of the organization. When the specific duties of this position are not being performed, it is expected that the IDLA Lead will perform additional duties as a Direct Support Professional (DSP) in the department that their support is needed.

The goal is to ensure that the services provided to our clients in the homes owned by the organization are at levels set by standards or higher.

About Us:

Echoing Hope Ranch's mission is growth, discovery and lifelong learning in safe and respectful homes and communities for adults and teens with autism and other developmental disabilities. The guiding philosophy of Echoing Hope is to acknowledge each person as a dynamic human being and to help these people build as full and satisfying life as possible. Each individual with autism has a unique set of skills and strengths. Identifying these strengths, developing them and putting them to good use creates a greater quality of life for these individuals, whether that is the pride and comfort of taking care of and living in a comfortable home, participating in a social environment, or contributing through volunteering or working in their community.

GENERAL JOB REQUIREMENTS

All employees of EHR are required to follow all agency policy and procedures and comply with all required initial and ongoing training requirements. In addition, all employees are expected to follow the code of conduct, mission vision and values of EHR, as well as meet the basic expectations of the job that include the following:

- Has the ability to work effectively with others.
- Behaves in a professional and ethical manner that is open and honest.
- Provide excellent customer service, through positive and friendly interactions, to co-workers and individuals who receive services.
- Is flexible and open to change.
- Respond to issues and concerns from stakeholders and co-workers quickly and proactively.
- Provides constructive feedback and suggestions to improve the quality of services and operations at EHR.
- Behaves in a manner that is caring and supportive of individuals receiving services and co-workers.
- Does what it takes to support the individual in the best way possible.
- Adheres to the principles of Person-Centered Thinking.
- Embraces the EHR core values.
- Leads effectively using the principles of Servant and Participatory Leadership.
- Performs additional DSP duties as assigned

Essential Job Functions

- Develop IDLA home procedures and ensure implementation
- Oversee inspections of homes to identify and resolve issues
- Supervise and support staff assigned to the IDLA homes
- Upkeep IDLA records and reporting
- Plan and assign staff for IDLA homes and find coverage when shifts are vacant
- Manage relationships with guardians and reporting agencies
- Keep IDLA checklists
- Assist staff in completing incident reports as needed
- Ensure health and safety policies are complied with
- Attending mandatory training and meetings
- Ensure compliance of trainings and meeting of staff
- The IDLA lead duties approximately 20-30 hours per hours
- The IDLA lead will receive additional Direct Support Professional duties as assigned for the remainder of each week, which is working directly with the individuals we serve who have autism and other intellectual and developmental disabilities. See tinyurl.com/6k4bpkpc for more details on these duties
- Oversee the cleanliness of homes and care of participants

- Monitor any surveillance equipment
- Ensure participant funds are managed for shopping, trips within the community, etc

Requirements

- Proven experience and understanding of scheduling
- Experience in planning shifts
- Solid understanding of managing staff
- Working knowledge of the operations of EHR
- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership abilities
- High school diploma or equivalent; Degree from a vocational school or BSc/BA in business administration or facility management will be an advantage

Other:

- Attends meetings as needed, inside and outside the organization;
- Performs other related duties and activities as required.

Certificates, Licenses, and Registrations:

- Current driver's license, car registration and auto insurance if driving on the behalf of the Agency or providing transportation to individuals receiving services.
- Licensure as required by state, or ability to obtain it (First Aid, CPR, Article IX, Prevention and Support).
- Ability to pass a background check, and to obtain a fingerprint clearance card.
- Other training and/or certification per state requirements and/or EHR.

Working Environment:

- Work at our main location, as well as in all locations where services are provided
- Must be flexible for evening, nights and weekends
- Position requires DSP duties as assigned
- May have to physically assist individuals during emergencies

Benefits:

- This is a full time position
- Hourly Wage: \$14 per hour
- Paid Time Off: 40 hours per year (with future increases)
- Paid Sick Leave: 1 hour earned for every 30 hours worked
- Medical, Dental and Vision coverages available