

EXTERNAL JOB POSTING

TITLE: Independent Living of the Genesee Region (ILGR) Taking Control Personal Assistant (PA) Coordinator

DESCRIPTION: Perform onboarding activities for PCA's of the Taking Control program, and to assist consumer/employers or their Directing Representatives in the recruiting of individuals for employment.

DUTIES:

1. Recruit individuals to be hired as PCA's; including attending outreach events for the Taking Control program.
2. Ensure that PCA's submit all required information needed to be employed by the Taking Control program.
3. Compile, maintain, and update PCA files including any annual updates needed.
4. Enter all required PCA information into appropriate databases within 24 hours.
5. Ensure that criminal back-ground checks are done on all prospective candidates for personal care assistants before employment.
6. Review findings of the criminal back-ground checks with the consumer/employer or the Directing Representative.
7. Develop a regional PCA availability list to assist consumer/employers or Directing representatives in identifying perspective candidates for employment.
8. Work in conjunction with the Taking Control Administrator to assist consumers with obtaining PCA services.
9. Respond to PCA phone calls within 24 hours.
10. Check PA name on all applicable state and federal OIG exclusion lists pre-hire.
11. Participate in WNYIL's Taking Control bi-weekly cross teams meetings.
12. Participate in maintaining a neat, clean, and safe work environment.

13. Perform any other duties as deemed legally and ethically necessary by the Supervisor.

SUPERVISION: Works under the direct supervision of the ILGR Taking Control Administrator.

QUALIFICATIONS: Must possess an Associate's Degree in Human Services, Business or related fields with one (1) year experience as an Administrative Assistant, or a High School Diploma or GED with three (3) years of general office experience. Professional and life experience may be considered in lieu of, in full, or part of academic credentials. Fluency in Spanish and/or Russian strongly preferred. Resident of Genesee, Wyoming, or Orleans County residents encouraged to apply.

Reasonable accommodations will be made for persons with disabilities.

Western New York Independent Living, Inc. is an Equal Opportunity Employer.

(Western New York Independent Living, Inc. is a Scent Free Organization.)

CLOSING DATE: February 15, 2018

**SUBMIT RESUME
AND COVER LETTER TO:** Tina Brown, Director of CHRO/CCO
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