Order Number:
NY1741302
Date Job Order Received:
10/27/2026
Number of Openings:
1
Company Name:
The Arc of Oneida Lewis Chapter
Job Title:
Coverage Coordinator
Minimum Experience Required:
5 Years
Job Description:
Promote and adhere to all elements of the Agencys CQL outcomes and Core Values and demonstrate knowledge and commitment to the Arcs Mission. Ensure protection from abuse, neglect, mistreatment and exploitation in regard to the health, safety, comfort, and well-being for the people we support by adhering to all related policies. Participate in development, design and implementation of the coverage system to include developing and deploying shift reports in Deputy. Is responsible to develop a weekly coverage sheets identifying all shifts; indicating who is working what shifts and what shifts that are vacant and need to be filled. Share coverage sheet with Residential Admin Team at least one week in advance (Monday for the following week). Maintain open communication with per diem and float staff. Update coverage sheet as shifts are filled. Share coverage sheet once all shifts are filled for the week. Remain knowledgeable in the staffing plan for each home and update the coverage sheet as changes occur. Using a list of available staff, is responsible to be the main contact to fill vacant shifts; keeping track of staff who have been contacted for availability of any shifts. Under the direction of The Residential Director, participates in periodic staffing plan review with corresponding Assistant Directors and Deputy Directors. With input from the Systems Manager, maintain a request for leave calendar to be utilized to approve time off and ensure adequate coverage at all times. Assists each respective Assistant Director in Oneida County, to monitor and arrange coverage for their assigned homes. Process all coverage requests, in accordance with program minimums and available resources to accommodate these requests, with a goal of using overtime as a last resort. Utilize SMS platforms to communicate directly with Staff to advertise open shifts. In conjunction with The Director of Residential Services and Deputy Directors, communicate directly with staff about differentials and other memos related to policies and pay. Ensure all required paperwork to justify any differentials or paid to sleep memos are submitted to payroll in a timely manner. Serve as an active member of the residential administrative component. Attend all required meetings and in-services and represent the division on committees as requested. Assume Admin On-Call role as assigned. Work evenings and weekends in response to coverage status needs. Serve as a member of the Leadership Team or Supervisory Team as directed. Develop and maintain current policies and procedures. Report all incidents of federal, state and local law enforcement agencies presenting search warrants, subpoenas for information or testimony from Agency personnel or any unannounced visits to supervisor. Promote

and adhere to all elements of the Agencys Corporate Compliance and HIPAA policies. Maintain and promote confidentiality in accordance with Agency policy. Comply with all aspects of the Agencys Safety Policy. Serve on Agency committees as assigned. Attend meetings as dictated by your job responsibilities and/or as assigned. Attend and complete all mandatory training. Adhere to scheduled hours and submit completed timesheets to supervisor on time each payroll period. Qualifications: Education and Experience Any combination equivalent to education and experience that provides the required knowledge and skills. Bachelors Degree and 1 year experience in working with people who are developmentally disabled, or Associates Degree and 3 year experience in working in an OPWDD residential home, or a High School Diploma and 5 years experience in working in an OPWDD residential home. At least one year experience in scheduling.

Job Location:
Lowville, New York 13367
Pay:
$41000.00 Yearly
Benefits:
No benefits specified.
Hours per Week:
Not specified.
Duration:
Full Time, Regular
Work Days:
Not Specified
Shift
Not specified.
Public Transportation:
Not specified.
Minimum Education Required:
GED
Driver Licenses, Including Endorsements:
Not specified.
How to Apply:
To apply, contact the employer by: Internet
Web-site:
https://www.indeed.com/viewjob?jk=4b59c952e8048542&from=shareddesktop_copy