

JOB DESCRIPTION

POSITION: PROGRAM COORDINATOR – PLANT NURSERY

JOB REQUIREMENTS:

- Minimum of a High School degree or equivalency diploma preferred.
- At least one year work experience with the disabled preferred.
- Able to work in an outside plant nursery environment year-round.
- Able to lift a minimum of 50 pounds.
- Fluency in English - Required.
- Computer literacy; proficient with Microsoft Word and Excel.

SCOPE OF DUTIES:

- Assist in the care, supervision, and training of agency adult developmentally disabled clients.
- Work with clients outside in the Plant Nursery to grow and maintain plants.

JOB DUTIES:

- Treat each client with the highest degree of dignity and respect to optimize client's right to self-determination; provide positive reinforcement to contribute to his or her sense of self-esteem.
- Assist clients in developing appropriate goals; review and discuss clients' progress in annual meetings which include clients, families, and state coordinators.
- Keep accurate records and data relating to clients' behavior and goals; complete monthly client progress notes.
- Perform and instruct clients in all nursery duties related to the production/maintenance of plants and the plant nursery workspace.
- Maintain client confidentiality.
- Perform clerical work as assigned, including required Agency for Persons with Disabilities documentation.
- Perform other relevant duties as required and assigned.