



Job Title: Program Coordinator
Status: Full-time/Non-exempt
Reports to: Director of Colorado Respite Coalition
Department: Colorado Respite Coalition
Hourly Pay: \$21.00 - \$24.00

General Purpose:

The Colorado Respite Coalition (CRC), a program of Easterseals Colorado, is a vital, statewide resource, for caregivers of individuals of all ages with extensive care needs. Working with a coordinated coalition of community partners, CRC promotes awareness of and access to respite care services and resources that help improve the quality of life for caregivers and the individuals they care for. CRC contributes to a collaborative network, working together to ensure caregivers and their families maintain their own well-being as they navigate the joys and challenges of caregiving. This work will be performed both in the main office in Lakewood, CO, and remotely.

Essential Duties and Responsibilities:

- Processes the voucher application for the Self-Directed Respite Voucher Program
- Collects and submits billing for the Self-Directed Respite Voucher Program
- Supports the development and management of statewide and regional Respite Coalitions
- Communicates with community partners and family caregivers looking for respite care services and supports
- Coordinates and assists with community outreach activities statewide
- Assists with reporting and data collection

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job

Qualifications:

- Ability and willingness to travel within the state of Colorado up to 25% per year
- Acceptance of Easterseals Colorado and the Colorado Respite Coalition mission, goals, objectives, and philosophy
- 2+ years of program coordination experience preferred
- Must be comfortable working with Microsoft Office, Excel, virtual meetings, and other web-based products
- Must be able to pass all State and Federal background checks
- Comfortable working in a cubical environment
- Ability and willingness to communicate effectively in written and verbal formats

Benefits Offered:

Our employees are our most valuable asset. That is why at Easterseals Colorado, we are committed to a comprehensive employee benefit program that includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off.

Physical Requirements of This Position:

Medium work. Exerting up to 50 pounds of force on a consistent basis, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The position requires driving from location to location.

If a reasonable accommodation is needed to perform this position successfully, please let the HR representative know.

M/F/D/V/G EOE E-verify Employer