



JOB DESCRIPTION

Job Title: Resident Care Coordinator

FLSA: Non-Exempt

Reports To: Resident Care Manager

Date: 05/28/26

Cornerstone Ranch is a faith-based nonprofit organization serving adults with special needs through full-time residential care and a purpose-driven day program. Guided by our mission, “to empower adults with special needs to live the abundant life they were created for,” we create a safe, supportive, and Christ-centered environment where individuals can grow, build community, and live with dignity, purpose, and belonging.

JOB OVERVIEW

The Resident Care Coordinator is a unique role that includes both administrative responsibilities as well as some direct care support for our live-in residents. The primary function of the Resident Care Coordinator is to support the residents through the development and implementation of the individual service plan. The Resident Care Coordinator will be working in a family environment and must be willing to work with a team.

The Resident Care Coordinator is expected to uphold the faith-based values and purpose of Cornerstone Ranch, remembering that our focus extends beyond meeting physical needs as we strive to meet the spiritual needs of our Ranchers as well.

WORK EXPECTATIONS

- Full-Time
- Hourly: \$25-\$30/hour based on education and experience
- Work hours vary based on program and resident needs
- Complete 4 hours of orientation and 16 hours of on-the-job training
- Complete 6 hours of annual training
- Attend staff meetings and trainings as needed
- Promote and protect resident’s rights such as dignity, confidentiality and privacy
- Follow reporting procedures for abuse, neglect and exploitation
- Consistently act with integrity and credibility and demonstrate commitment to the Cornerstone mission
- Represent Cornerstone Ranch in a professional and dignified manner at all times
- Assist with fostering a healthy, loving, family environment
- Demonstrate care, compassion, and patience when working with adults with disabilities
- Implement Christian faith into everyday activities with residents

RESPONSIBILITIES

Administrative

- Manage a caseload of 8 Cornerstone Ranch residents.
- Collaborate with the care team to create, implement and maintain the resident's individual service plan. Ensure that the individual service plan is person centered and addresses the resident's health and safety needs. Communicate with the care team and document when there have been changes to the resident's service plan or medications.
- Collaborate with the nurse to ensure all medical appointments and assessments are up to date. Schedule medical appointments as needed. Provide transportation to appointments as needed.
- Ensure that all resident documentation is completed promptly and in compliance with state licensing requirements and CR policies/procedures.
- Lead annual review meetings and interim care meetings with the support of the nurse and Resident Care Manager. Prepare annual non-medical assessments before annual meetings.
- Follow policies and procedures for medication administration. Document any medication error immediately and notify the RN and Resident Care Manager.
- Facilitate medication counts, medication re-ordering and medication pick-up from the pharmacy.

Resident Supervision and Care

- Provide transportation to non-medical appointments and to the airport as needed.
- Assist with personal hygiene care: bathing, grooming, dressing, oral care and toileting.
- Assist with laundry, changing linens, and making beds.
- Assist with meal preparation and feeding. Document food and fluid intake as ordered.
- Assist with medication administration based on doctor's orders and nurse delegation.
- Promptly and appropriately respond to conflict, displaying discernment and integrity in any resolution process.
- Document incident reports immediately and report to the supervisor.
- Document progress notes as needed.
- Document any significant health changes or signs of illness and notify the nurse.
- Document any significant emotional or behavioral changes and notify the nurse.
- Assist with mobility and transfers: be aware of fall risk level and take all fall risk precautions.
- Follow universal precautions and infection control measures.
- Assist with emotional support and encourage social engagement.

Household Management:

- Assist in keeping the house compliant to state licensing standards.
- Assist with light housekeeping such as washing dishes, disinfecting surfaces, and trash disposal.
- Ensure the house is kept safe by removing trip hazards or cleaning spills immediately.
- Restock household supplies such as paper towels, toilet paper and hand soap.
- Communicate household needs with the residential team.
- Follow disaster and evacuation procedures during an emergency.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment in a positive manner. Changes approach or method to best fit the situation. Manages competing demands. Accepts criticism and feedback. Applies feedback to improve performance.
- **Attendance and Punctuality** - Begins working on time. Arrives at meetings and appointments on time. Ensures work responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.
- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Integrity** - Upholds organizational mission, values and goals. Inspires the trust of others. Keeps commitments. Treats people with respect. Works ethically and with integrity. Acts in accordance with vision.
- **Initiative** - Measures self against standards of excellence. Sets and achieves challenging goals. Seeks increased responsibilities. Creates and implements new activities, programs and procedures. Undertakes self-development activities. Volunteers readily.

QUALIFICATIONS

Education and Experience:

- Education: Bachelor's degree in social services or related field.
- Must be at least 21 years old
- Must have 1 year related experience (volunteer or paid) working with individuals with IDD, or equivalent combination of education and experience.
- Must possess a valid Texas drivers' license and have a good driving record.
- Experience with direct care preferred.
- Language Skills:
 - Exceptional writing skills; organized and professional when engaging in reading and writing routine reports and correspondence.
 - Well-versed in Person-Centered Language.
 - Ability to speak professionally and effectively before groups of visitors, volunteers, and families.
- Reasoning Ability:
 - Ability to problem solve critically, and deal with various concrete variables in situations with limited standardization.
 - Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Other Knowledge, Skills, or Ability:
 - Competent computer skills, experience with Google Suite or Microsoft Office preferred. Experience with electronic medical charting preferred.
 - Ability to be calm under pressure.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description is not intended to be an exhaustive list of all duties or responsibilities of the position. The employee may be required to follow additional instructions and perform other related duties as assigned by their supervisor.

Acknowledged: Employee Full Name

Employee Signature:

Date:

CR Representative Full Name

CR Representative Signature:

Date:

*Signature confirms the employee was presented with and understands the position description and agrees that he or she can perform the essential functions of the job with or without reasonable accommodation in accordance with the Americans with Disabilities Act of 1990.