

Advocacy and Protective Services Position Description

Position: Legal Program Coordinator	Reports To: Director of Operations
Supervisory Responsibilities: Oversees work of office administrator and administrative assistant staff	Supervision Received: Work is assigned from Director of Operations
Type of Position: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	FLSA Status: Non-Exempt
Position requires a standard work schedule that will require some flexibility to cover occasional evening and weekend hours.	

Organizational Description

APSI (Advocacy & Protective Services, Inc.) is a statewide, private, non-profit agency dedicated to protecting the rights of Ohioans with developmental disabilities. We advocate for the people we serve by helping to make their desires and needs known, especially when they cannot speak for themselves or if they have no other advocate. We do this by providing a full array of guardianship and protective services to individuals age 18 or older.

APSI specializes in serving individuals with the highest level of needs, primarily through person only guardianship. As a guardian to an individual, APSI has the authority to make decisions of a personal nature on behalf of the individual (and relating to the individual only, not their estate) including medical and dental treatment, adverse interventions & strategies, work, residential placement and quality of life decisions.

Job Summary

The Legal Program Coordinator reports directly to the Director of Operations. This position does not provide direct services; provides support in achieving the day-to-day operations of the agency; coordinates with courts and APSI’s attorney on legal matters; supports program representatives with routine and time-sensitive situations related to legal proceedings for persons served by APSI; provides support to ensure that program operations remain consistent with APSI Mission, Vision, and Values; provides technical assistance and support to regional program staff; assists in developing and providing organizational tools to support day-to-day functions; and assists in the overall achievement of APSI Strategic Plan goals and objectives.

Essential Functions

1. Legal Program Coordination:

- Provide direction and guidance to office administrators on legal filings;
- Implement job duties in a manner that aligns with APSI Mission, Vision and Values, and APSI Policies & Procedures;
- Prepare reporting to Department of Developmental Disabilities, APSI Board, and other data needs as requested;
- Demonstrate proactive problem solving skills;
- Provide recommendations for process improvement;
- Maintain confidentiality of all information, including program representative related as well as service;

2. Court Coordination:

- Serve as point of contact for the courts and responsible for court-related communications;
- Responsible to oversee office administrators regarding court notifications and requests for moves and local court communication;
- Ensure that office administrators complete timely filing of move notifications, annual reports/plans, and other documents;
- Coordinate with staff responsible for reviewing requests for service and prepare applications for approved requests;
- Coordinate signatures needed for court documents and send to appropriate court;
- Communicate to regional offices regarding court hearings for individuals served once APSI attorney has determined the need for his presence;

3. Staffing and Human Resources:

- Provide training and guidance to office administrators through regular group and individual meetings;
- Provide recommendations regarding disciplinary actions and performance improvement plans for office administrators and administrative assistants;
- Participate in agency-wide, regional, and individual/supervision meetings with APSI leadership;
- Participate in required trainings and professional development activities;
- Self-initiate and disclose professional development needs;
- Participate in statewide meetings and trainings as requested;
- Participate in employee development plans;
- Must be willing to travel throughout state of Ohio and have reliable transportation, a valid driver's license and auto insurance;
- Assist in building and maintaining staff morale to support organization-wide efforts;

4. Partnership and Community Engagement:
 - Actively participate in building strong partnerships with stakeholders, including probate courts, DD county boards, Ohio Department of Developmental Disabilities, providers & organizations, businesses, other government agencies;
 - Actively participate in representing APSI at external partnerships, collaborations, and coalitions;
 - Ensure appropriate communication regarding pertinent needs and issues with the Director of Operations, office administrators, and other stakeholders as appropriate;

5. Organizational Leadership:
 - Provide program, technical, and personnel support to the Director of Operations;
 - Participate in knowledge transfer activities with leadership, supervisory and primary work staff;
 - Demonstrate leadership and professionalism through crises, changes, and other unexpected events;
 - Maintain and demonstrate a positive attitude regarding APSI services and persons APSI serves;
 - Actively coordinate and participate in staff meetings and work groups in a manner that supports APSI and ensures that conversations, deliberations, and actions have the needed information for informed decision-making;
 - Demonstrate active engagement by providing personal expertise and experience as well as insights from programs in internal work groups and meetings that help sustain and develop APSI's Mission, Vision and Values.

6. Other duties as assigned.

Experience and Requirements

- Ability to work effectively and efficiently in an open and diverse work place;
- Excellent written and verbal communication skills;
- Professional in attitude and presentation;
- Proficient with various technology applications including Excel, Word, and electronic management databases;
- Highly organized and able to manage multiple projects and initiatives at the same time;
- Ability to meet deadlines;
- Preferred two (2) years of probate court experience, including experience as a paralegal, legal assistant, and/or court staff;
- Preferred strong demonstrated professional knowledge of court appointed guardianship requirements, developmental disabilities, Medicaid and waivers, county boards, community housing, social, human, and mental health services;
- Passion for programs and services provided by APSI.

Education Requirements

Bachelor's degree in social services, not-for-profit management, or related field preferred or associate's degree in paralegal studies. Consideration will be made for those with a lesser degree / no degree with the right experience.

Working Conditions

This position operates in a professional environment. This role routinely uses standard office equipment such as computers, phones, copy machines, and filing cabinets. This position requires the ability to occasionally lift office products and supplies, up to 30 lbs.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Legal Program Coordinator Signature

Date