

# California State University, Fresno Foundation

## RESIDENTIAL COORDINATOR – WAYFINDERS

JOB ANNOUNCEMENT #25-710

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| <b>POSITION SUMMARY:</b>        | <p><b>Full-time, benefited position with Wayfinders through the California State University, Fresno Foundation. This is a one-year temporary position which may be extended based on funding and/or programmatic needs.</b> Wayfinders at California State University, Fresno is an inclusive postsecondary program for young adults with intellectual/developmental disabilities. The Wayfinders Program is a Fresno State Foundation position and program, which falls under the Kremen School of Education and Human Development at Fresno State.</p> <p>This position reports to the Executive Director of Wayfinders and will work independently and provide academic support and direct student instruction to the Wayfinders Program. The job duties will be varied, requiring an individual who is self-motivated, creative, efficient, and knowledgeable about post-secondary education for students with intellectual and developmental disabilities.</p>  |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | <p>Under the supervision of the Executive Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. <b>Leadership:</b> will direct the coordination of the residential services, coaches, interns and volunteers (to include coordinating shopping trips, cooking supports, budget creation, and rent payment).</li> <li>2. <b>Strategic planning:</b> assist in planning and implementing residential domain activities in the Wayfinders program, as well as oversee weekend/ after hour activities; staff meetings; planning program design and changes.</li> <li>3. <b>Communication:</b> able to interact effectively with community, faculty, students/ parents of students and staff from a variety of backgrounds.</li> <li>4. <b>Functional oversight management:</b> manage scheduling and attendance for coaches. Prepare reports for grants and outside agencies.</li> </ol> <p><b>MAJOR DUTIES</b></p> <p>Communication and Collaboration:</p> <ul style="list-style-type: none"> <li>• Main point of contact between Wayfinders and Palazzo (or other) apartment staff.</li> <li>• Effectively communicate and collaborate with Palazzo (or other) apartment staff.</li> <li>• Work with Wayfinders team, parents, and Palazzo</li> <li>• Act as an onsite resource for Wayfinders policy and procedures at Campus Pointe</li> <li>• Work with all agencies involved in service delivery to an individual student; regularly review student/client progress and prepare a report on a quarterly basis</li> <li>• Prepare quarterly and exit reports.</li> <li>• Attend individual student planning meetings.</li> <li>• Document interactions with student and staff.</li> </ul> <p>Student Support and Supervision</p> <ul style="list-style-type: none"> <li>• Responsible for organizing residential apartments, oversee students in their apartments.</li> <li>• Resolve issues that threaten the health, safety and continued independence of the students in collaboration for the Palazzo.</li> <li>• Teach and oversee residential workshops and curriculum.</li> <li>• Oversee after hours and weekend residential coach schedules and activities.</li> <li>• Coordinate the moving in/out of apartments for students;</li> <li>• Coordinate roommate selection;</li> <li>• Coordinate support services for students and fill-in for residential staff as needed</li> <li>• Ensure timely delivery of services, completion of documentation and quality of services to students.</li> <li>• Oversee scheduling and logistics, including transportation related to residential activities, including any medical care/visits</li> <li>• Coordinate conflict resolution and/or mediation of minor roommate conflicts</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Counsel and educate resident students and their families regarding housing rules and regulations and independent living skills programmatic issues</li> </ul> <p>Staff Supervision and Training</p> <ul style="list-style-type: none"> <li>• Supervise graduate students, assistants, volunteers, students in all residential activities.</li> <li>• Train and supervise Wayfinders employees, student coaches (working evenings and weekends), and mentor volunteers.</li> <li>• Develop and implement techniques to improve service delivery and assure quality services; including development of systematic instruction.</li> </ul> <p>Program Administration and Compliance</p> <ul style="list-style-type: none"> <li>• Ensure compliance of residential living benchmarks and evaluation procedures.</li> <li>• Compile date routine reports (effort reporting, grant requirements, agency progress reports, etc.) as per goals and objectives required for each student</li> <li>• Assist in grant writing process as needed.</li> <li>• Serve on committees as needed</li> <li>• Attend individual student planning meetings</li> <li>• Perform all other duties as requested</li> </ul>   |
| <b>QUALIFICATIONS &amp; EXPERIENCE:</b> | <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in rehabilitation counseling or related field <ul style="list-style-type: none"> <li>◦ Master's degree preferred</li> </ul> </li> <li>• Three (3) years experience working with young adults with intellectual disabilities</li> <li>• Demonstrated project management and supervisory experience</li> <li>• Knowledge of general office procedures and practice</li> <li>• Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy</li> <li>• Proficient computer skills</li> <li>• Ability to maintain a high level of tact, diplomacy and confidentiality</li> <li>• Ability to work effectively with a diverse population</li> <li>• Outstanding written, oral and interpersonal communication skills</li> <li>• Effective skills in interpreting and communicating procedures, policies, information, ideas and instructions of both private and government agencies</li> <li>• Ability to manage aspects of program budget, as well as to reinforce student understanding of budget process</li> <li>• Ability to perform arithmetic computations with minimal errors</li> <li>• Utilize critical-thinking and problem –solving skills while working with students and personnel</li> <li>• Demonstrate excellent organization skills</li> </ul> |
| <b>SALARY/BENEFITS:</b>                 | <b>\$5,720.00 per month (\$68,640.00 annual).</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.  |
| <b>DEADLINE:</b>                        | Application review begins <b><u>June 5, 2025</u></b> . Position will remain open until filled.   |
| <b>TO APPLY:</b>                        | <p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></p>  |

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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