

# California State University, Fresno Foundation

## SCHEDULING AND COMPLIANCE COORDINATOR – WAYFINDERS JOB ANNOUNCEMENT: #26-791

<b>POSITION SUMMARY:</b>	<p><b>Part-time, non-benefited position with the Wayfinders Program with the California State University, Fresno Foundation.</b> The Wayfinders Program is an inclusive postsecondary program for young adults with intellectual and developmental disabilities (IDD), designed to foster independence, meaningful inclusion, and successful transition outcomes across residential, academic, vocational, and community domains.</p> <p>The Scheduling and Compliance Coordinator provides administrative, operational, and compliance support to ensure the effective delivery of Wayfinders services. This role is responsible for coordinating staff and student schedules, verifying Electronic Visit Verification (EVV) data, supporting Therap Individual Support Plan (ISP) documentation, and implementing quality assurance processes to ensure accuracy, alignment, and compliance across program systems. This position plays a key role in maintaining the integrity of service delivery by ensuring that scheduling, documentation, and billing-related systems are consistent, accurate, and audit-ready. The coordinator reports directly to the Executive Director and works closely with the Wayfinders leadership team and program staff.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Scheduling &amp; Therap Coordination <ul style="list-style-type: none"> <li>○ Develop and maintain comprehensive schedules on Therap for student supports across residential, academic, vocational, and social domains.</li> <li>○ Coordinate staff schedules, and coaching assignments.</li> <li>○ Manage and adjust schedules in response to staff absences, student needs, and program changes.</li> <li>○ Ensure alignment between scheduled services on all scheduling platforms (Google Calendar and Therap) and authorized service hours.</li> <li>○ Communicate scheduling updates clearly to staff and leadership.</li> </ul> </li> <li>• EVV (Electronic Visit Verification) Oversight <ul style="list-style-type: none"> <li>○ Monitor and verify EVV entries to ensure accuracy, completeness, and compliance with Regional Center requirements.</li> <li>○ Support staff in proper EVV documentation and troubleshooting issues.</li> <li>○ Conduct routine reviews of EVV data to identify missing or inconsistent entries.</li> <li>○ Collaborate with leadership to resolve discrepancies and improve documentation practices.</li> <li>○ Maintain awareness of EVV policies, procedures, and system updates.</li> </ul> </li> <li>• Therap ISP Documentation Support <ul style="list-style-type: none"> <li>○ Assist in the development, tracking, and updating of Individual Support Plans (ISPs) in Therap.</li> <li>○ Ensure ISP documentation aligns with service delivery, program goals, and authorized services.</li> <li>○ Monitor EVV/Therap interface.</li> <li>○ Generate reports and summaries to support program oversight and compliance.</li> </ul> </li> <li>• Quality Assurance &amp; Compliance Monitoring <ul style="list-style-type: none"> <li>○ Conduct regular audits of EVV entries, Therap documentation, and service schedules.</li> <li>○ Ensure alignment between authorized services, scheduled supports, and documented services.</li> <li>○ Identify and flag missing hours, inconsistencies, and potential compliance risks.</li> <li>○ Maintain quality assurance tracking tools, including audit logs and checklists.</li> <li>○ Provide feedback and guidance to staff to improve documentation accuracy and compliance.</li> <li>○ Support preparation for Regional Center audits, internal program reviews, and compliance reporting.</li> </ul> </li> <li>• Administrative &amp; Program Support <ul style="list-style-type: none"> <li>○ Maintain organized digital records and tracking systems.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Assist with data collection and reporting for internal and external stakeholders.</li> <li>○ Support program operations by identifying opportunities to improve systems and workflows.</li> <li>● Communicate effectively with staff regarding expectations for scheduling, documentation, and compliance.</li> </ul>
<b>POSITION REQUIREMENTS:</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> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>● Bachelor’s degree in a related field preferred, or equivalent combination of education and experience.</li> <li>● One or more years of experience in program coordination, scheduling, administration, or documentation/compliance roles</li> <li>● Demonstrated passion for working with individuals with intellectual/developmental disabilities.</li> <li>● Strong organizational and time-management skills</li> <li>● High attention to detail and accuracy</li> <li>● Proficiency with scheduling and data tools (e.g., Google Workspace, Excel)</li> <li>● Strong written and verbal communication skills</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>● Familiarity With: <ul style="list-style-type: none"> <li>○ Regional Center services (e.g., SLS, ILS, HCBS)</li> <li>○ Electronic Visit Verification (EVV) systems</li> <li>○ Therap or similar documentation platforms</li> </ul> </li> <li>● Experience with: <ul style="list-style-type: none"> <li>○ Auditing or reviewing documentation for accuracy</li> <li>○ Compliance or quality assurance processes</li> <li>○ Higher education or student support programs</li> </ul> </li> </ul>
<b>COMPENSATION:</b>	<b>\$25.00 - \$28.00 per hour.</b> This is a part-time, non-benefited position.
<b>DEADLINE:</b>	Application review begins immediately; 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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