

<b>Job Description</b>	Service Coordinator
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**Required Education:**

A Bachelor's degree from an accredited college or university with a minimum of 24 earned semester hours or 36 earned quarter hours in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Human Development, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music or Physical Education), Rehabilitation Counseling, Dietetics, Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services.

**Required Experience:**

One or more years of professional experience as a Registered Nurse, or in social work, special education, psychology, counseling, vocational rehabilitation, physical therapy, occupational therapy, speech therapy, or a closely related area

OR

One or more years of experience in providing direct care to persons with developmental disabilities (One year of qualifying experience must be experience that equates to at least 2080 hours and excludes work as a volunteer. Qualifying experience may be attained prior to or after the minimum education requirement is met.)

**NOTE:** A person who has earned a minimum of 24 graduate credit hours from an accredited college or university in a qualifying human services field may substitute the graduate hours for the required experience.

**Essential Job Functions:** Service coordinators must be able to communicate (verbally and in writing) in an effective and clear manner. Service coordinators must be able to transport themselves independently to and from home visits, site visits, meetings, etc. Service coordinators must be able to use computers for word processing, internet research, logging and email.

**Job Summary:** The Service Coordinator is responsible for managing a multifaceted caseload of moderate size (target size is 35-40 individuals). He/she functions as a lead person in locating, accessing and coordinating services and supports for individuals with developmental disabilities and their families. The caseload management requires the utilization of all community agencies and resources serving those with a developmental disability. The Service Coordinator acts as a member of a multi-disciplinary team in determining the proper treatment or support to purchase or procure for individuals, and is sometimes responsible for conducting specialized assessments. The Service Coordinator will also work closely with the Service Coordination Supervisor in determining program needs, identifying new services, evaluating existing programs, and coordinating service delivery. Work schedule will be flexible to meet the needs of the individuals/families served.

## **SPECIFIC RESPONSIBILITIES**

1. Meets with vendors in developing new programs or modifying existing programs to upgrade the quality of services.
2. Acts as a liaison with state, federal, and community agencies.
3. Makes presentations and provides consultation services to organizations.
4. Assists other service coordinators in case management practices, administrative rules and regulations, community resources, vendors and services.
5. Interviews participants, families, and other responsible individuals necessary to determine the appropriate services/supports needed.
6. Develops, in cooperation, with the individual, family, and provider agencies, an appropriate person-centered plan for each individual.
7. Attends team meetings to discuss cases in relation to treatment plans, progress, and changes in the treatment plans.
8. Authorizes services for client treatment and arranges for services to begin.
9. Monitors services by vendors to insure that the terms of the authorization are being fulfilled, that services meet specified criteria for quality, and that progress toward specified goals and objectives is being made.
10. Assists in developing and implementing behavior support plans in conjunction with consulting behavior specialist, psychologist, counselors, etc.
11. Ensures that all civil and human rights are upheld for each individual served.
12. Reviews all monthly, accident, incident, and other reports relating to the individual served and acts accordingly to such reports.
13. Ensures compliance with all agency policies and procedures.
14. Meets or exceeds specified timelines and goals for logging, completion of plans, monitoring and reviews.
15. Ensures compliance with state and federal safety, licensure, funding and accreditation standards.
16. Represents Adair County SB40 at local, state, & national conferences/professional organizations.
17. Maintains accurate client records and files.
18. Maintains accurate expenditure records.
19. Participates in an annual employee service evaluation.
- 20. Performs other duties as assigned.**

