



JOB TITLE: Service Coordinator

DEPARTMENT: Human Services

LOCATION: Vary

NORMAL WORKING HOURS: Vary

REPORTS TO: Service Coordinator Supervisor

POSITIONS SUPERVISED: none

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works as a team in training, supporting individuals with disabilities in groups and individually in various skill areas focusing on advancing the individual's path to community integrated employment and advancing the individual's path to community connections/membership in accordance with Individual Service Plans (ISP).
2. Facilitates the development and implementation of ISP's; plans, organizes, implements and monitors programs and activities in ISP's related to outcomes, action steps and service and supports.
3. Prepares activities and plans; observes, evaluates, assesses and records individuals' ISP progress behaviors; develops, analyzes and updates ISP as needed.
4. Keeps and maintains required program records, e.g., attendance, incidents, training received; prepares budget requests; purchases supplies; accounts for all transactions.
5. Participates as a member of the inter-disciplinary team; interacts with other team members, individuals, families and guardians to discuss individual's progress.
6. Assists and recommends in the hiring process; evaluates job performance, personnel and program effectiveness and efficiencies.
7. Maintains atmosphere of respect and encouragement in training programs; sets up, implements, maintains and functionally supervises task in assigned area as necessary; ensures safe and healthy environment for individuals and staff.
8. Assists in scheduling, implementing and monitoring of facility and community-based activities, services and supports, including transporting to designated sites.
9. Attends in-service training sessions as required; serves on various committees; promotes good public relations with stakeholders, outside agencies, and general public.
10. Acts as resource and liaison individuals and parents; performs other related duties as required, e.g., lifting, carrying and moving individuals.

QUALIFICATIONS / REQUIREMENTS:

1. Strong leadership skills
2. Satisfactory Physical Examination including Work-Related Lifting Test after Offer-of-Hire
3. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
4. Satisfactory Results of Local and State Records Background Check.
5. Valid State Driver's License.

EDUCATION/TRAINING/EXPERIENCE:

1. Bachelor's Degree required; specialization in Social Work, Education, Psychology, Special Education, Human Development, or Vocational Rehabilitation preferred

POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:

CPR/1st Aid / Aegis training/ DODD certification and OOD certification, if applicable.

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned in a team setting.
2. Maintains confidentiality.
3. Maintains the chain of command.
4. Demonstrates and maintains regular attendance per work schedule.
5. Maintains required certification training.
6. Provides accurate and timely records as required by the position.
7. Serves on various committees as appropriate.
8. Knows and adheres to personnel manual and department rules and regulations.
9. May work evenings and weekends.