

LICKING COUNTY BOARD of DD
SERVICE COORDINATOR - SUBSTITUTE

**Open to
Internal and
External
Candidates**

Component: Service Coordination
Reports To: Team Leader
Scheduled Days: Monday – Friday
Part-time, Intermittent / as needed

Pay Range: \$12.00 - \$19.00 per hour

Position Summary:

The Service Coordinator is primarily responsible for assisting adults and children with disabilities and their support team in identifying a desirable future through a person centered planning process.

Essential Duties:

- Coordinate the planning and provision of services, supports, education, and training through providers chosen by the individual and identified on the ISP.
- Serve as the single point of contact for accountability and follow-through of all services.
- Ensure all services, supports, education, and training is implemented consistently with ISP.
- Utilize formal and informal mechanisms to periodically assess satisfaction of results from provided services, supports, education, and training.
- Assist individuals and their families to determine the effectiveness of services, supports, education and training. Create changes to service plans and service providers as necessary.
- Provide, arrange for, and review documentation of services, supports, education and training as required by individual's funding sources and Ohio Department of Developmental Disabilities' rules.
- Complete timely assessments, screenings, and level care re-determinations as required by individual's funding sources and Ohio Department of Developmental Disabilities' rules.

Qualifications:

- Eligibility for DoDD SSA Certification. Bachelor's degree required.
- Previous experience as Case Manager or Programmatic Management level service provider for individuals with developmental disabilities, or its equivalent preferred.
- Current and valid Ohio drivers license with acceptable driver's abstract in order to meet criteria for insurability established the Board's Fleet insurance carrier.
- Knowledge of local community resources, human services, law enforcement, and judicial systems preferred.
- Ability to identify and define problems, collect information and data, establish facts and draw valid conclusions.
- Ability to handle sensitive information and contact with individuals, families and legal guardians. Ability to negotiate and manage conflict.
- Excellent organizational and time management skills.
- Exceptional verbal, written and interpersonal communication skills.
- Ability to meet deadlines in accordance with established policy and procedures.

Application Process:

Please complete an "Internal Application Form" and forward to Human Resources at E. S. Weiant Center. *Interviews will be scheduled only for those candidates who best meet the above requirements.*

POST DATE: 12/15/11

REMOVAL DATE: 01/06/12