

POSTED: 3/29/2018
POSITION: SERVICE COORDINATOR
DEPARTMENT: ADULT DAY SERVICES
HOURS: 40 hours



Summary:

Performs service coordination for clients in the community and/or clients in ADS Teams. Responsible for providing behavioral supports.

Essential Duties and Responsibilities include, but are not limited, to the following.

Clients:

- Provide direction to the Direct Services Staff on program development and implementation.
- Counsel clients in personal, social, and vocational areas.
- Initiate, maintain, and update client files and reports following policies and procedures, attend PCP meetings.
- Work cooperatively with other service agencies, staff, and families and provide reports regarding client issues to all stakeholders.
- Keep ADS Program Manager well informed of all case developments, adult referrals and personnel issues.
- Interact with clients appropriately and provide a good role model.
- Develop and write client behavior intervention strategies.
- Assist Team Leaders with implementation of client behavior support strategies.
- Administer medication as needed.
- May be involved in cross training as appropriate to assure the stability of the program, department, or organization.

Staff:

- Responsible for supervision of team members and completing and scheduling performance appraisals for direct reports.
- Electronically approve employee time sheets.
- Review and approve employee time off request (except leave without pay).
- Follow all safety policies and procedures.

QUALIFICATIONS:

- **Education and/or Experience:** Bachelor's degree and one year related experience and/or training; or equivalent combination of education and experience.
- **Language Skills:** Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer / Technology Skills:** Microsoft Outlook, Word and Excel; Internet Explorer