

## Family Support Service Coordinator

Responsible for evaluating and determining child participant needs for services for individual with intellectual/developmental disabilities; ensure overall compliance, quality, and cost budgeting of service delivery. Service Coordinator is responsible for prioritizing and negotiating needed services that are participant- centered in ways that are appropriate, cost effective, and quality driven. Focus in the areas of high school transition, In Home Supports, advocacy, and community based services with consumers and their families.

### Service Coordination and Family Support

- Provide case management to children and their families 3-22 years of age
- Assist the individual and family to apply and access state and federal benefits
- Assist the individual and family to explore, identify, and transition to long term models of service
- Use the empowerment model to assist individuals and families to direct services and advocate for needs.
- Develop resources and relationships with community partners including: school districts, mental health agencies, social service agencies, and employment specialist.
- Participate in meetings that impact the individual including: Individual Educational Planning meetings, court appointments, medical appointments, and/or housing meetings.
- Facilitate person centered planning sessions with individuals and families
- Provide assistance for individuals to access support services dependent upon their needs (i.e. residential/vocational, medical, dental, psychological services, adaptive equipment, home modifications etc.)
- Facilitate communication and maintain effective professional relationships with all members of the team
- Identify and access needed funding for services
- Participate in the emergency on-call rotation
- Documentation/paperwork; Prepare and maintain continuity of documentation throughout the client record as well as associated forms, applications, etc.
- Develop, write, and edit detailed service agreements and other consumer profiles with maximum independence and accuracy.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field; or equivalent combination of education and experience in a related field.
- Prior case work or related experience with people who have intellectual/developmental disabilities
- Prior experience working with families and children
- Strong belief in provision of community services for people with developmental disabilities

- Demonstrated ability to work effectively with minority populations and individuals with intellectual/developmental disabilities.
- Knowledge of family system theory and empowerment models
- Possess reliable transportation, valid drivers' license and applicable vehicle insurance for business travel.