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| Job Title: | Supervisory Service Coordinato |
| Requisition Number: | JO-1501-1095 |
| Grade: | 13 |
| Salary Range: | \$81,685.00 - \$114,359.00 |
| Promotion Potential: | No |
| Agency: | Disability Services |
| Location: | 1125 15th St NW |
| Area of Consideration: | Open to the Public |
| Opening/Closing Date: | 2/3/2015 - 2/13/2015 |

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SUPERVISORY SERVICE COORDINATOR

MS-0101-13

\$81,685 - \$114,359

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

The Department on Disability Services is seeking an individual to provide supervisory oversight to the assigned Service Coordinators. This position is located in the Department on Disability Services (DDS), Office of the Deputy Director for Developmental Disabilities, Service Planning and Coordination Division. The incumbent is expected to coordinate and implement a comprehensive service coordination program to identify individual and systemic needs, identify formal and informal services and resources to meet those identified needs, monitor the quality of service delivery, and ensure remediation of service delivery deficits in disability services on behalf of the District of Columbia. Review and approve Individual Service Plans (ISP's); review and approve monitoring tools, alerts, and action plans related to ISP's and service delivery concerns; review case notes for thoroughness and accuracy; resolve service delivery and health care concerns that are not fully addressed by subordinates; elevates issues of concern and potential problems to supervisor.

Ensure proactive and creative measures are taken to meet all identified needs and preferences in the areas of medical, educational, social, vocational, residential, rights & advocacy, and other services for individuals and families supported. Ensure informal supports are maximized, and that the use of local funding is accessed as a last resort. Determine program goals for the team jointly with management; ensure that the organization's strategic plan, mission, vision and values are integrated in all aspects of the team's work. Identify service deficiencies and participates in development of new or revised procedures. Provide guidance to the team in implementing departmental policies, procedures, and other instructions.

Guidelines include the Evans Court Order, federal and D.C. public laws, mayoral orders, Departmental directives, administrative policies and procedures, professional standards and code of ethics. These

guidelines are applicable but are stated in general terms, or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

Qualifications

Basic Requirements: Degree: behavioral or social science; or related disciplines appropriate to the position.

Licensures, Certifications and other requirements

None

Preferred Work Experience

Five (5) years of experience in managing incumbents and developmental disability related work in a large government or private organization.

Work Environment

The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objects such as files, books and reports. While performing the duties of this job, the employee is regularly required to navigate being outdoors in the heat and/or cold with individuals.