



DC Government Career Opportunities

Job Title:	Lead Service Coordinator
Requisition Number:	JO-1504-2211
Grade:	12
Salary Range:	\$71,716.00 - \$91,750.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Agency Only
Opening/Closing Date:	4/22/2015 - 5/2/2015
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LEAD SERVICE COORDINATOR
CS-101-12
\$71,716 - \$91,750

Job Summary

Collective Bargaining Unit (Union)

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 all here. This position is located in the Department of Disability Services, Office of the Deputy Director for Developmental Disabilities (DDA), Service Planning and Coordination Division. The incumbent is expected to lead a team of lower-level Service Coordinators, in the performance of their official duties. The lead duties of this position are as follows:

Assess individuals to determine service needs including activities that focus on needs identification to determine the need and preference for any medical, educational, social, or recreational services that are important to the consumer, the social environment of the consumer and patterns of the consumer's everyday life. Identifies informal supports available to the consumer and develops a specific service plan based on the information collected and as a result of the team planning process using person-centered planning principles and strategies.

Assist individuals in waiver enrollment by assisting them in collecting information and submitting it to the Eligibility Specialist. If applicant is denied eligibility, assists the applicant in appealing the decision.

Identifies and assists individuals in accessing community-based resources for needed services and supports. Initiate referrals for new providers when appropriate. Assist in the development of new providers.

Perform other duties as assigned.

Collective Bargaining Unit (Union)

This position is in the collective bargaining unit represented by local union AFGE 383 and you may be required to pay an agency service fee through direct payroll deduction.

Qualifications

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

OR

Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Licensures, Certifications and other requirements

NONE

Education

Behavioral or social science; or related disciplines appropriate to the position.

Work Experience

Knowledge of developmental disabilities (especially intellectual) and human growth/development.

Knowledge of positive behavioral support, restrictive/aversive control procedures.

Knowledge of the components of a comprehensive evaluation and person-centered planning process.

Experience with special and generic community resources that can be assessed for consumers.

Experience facilitating dialogue and building relationships with organizations and agencies providing services to consumers.

Experience leading a team of employees whose work is to assist individuals eligible for services in gaining access to needed medical, social, educational, vocational, reside

Work Environment

The work is sedentary. Typically the incumbent sits comfortably to do the work. However, there may be some walking, standing and driving in order to visit consumers and Work is typically performed in an office setting and in the community.

Would you like to apply to this job?

[Apply for the Lead Service Coordinator position](#)