

Job Title: Service Coordinator (Bilingual)
 Requisition Number: JO-1508-3247
 Grade: 11
 Salary Range: \$57,960.00 - \$74,727.00
 Promotion Potential: No
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening/Closing Date: 8/21/2015 - 10/5/2015

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SERVICE COORDINATOR (BILINGUAL)
CS-0101-11
\$57,960 - \$74,727

The first screening of applicants will take place within ten (10) days of the posting of this vacancy announcement. The position is open for 45 days.

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 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.

This position is located in the Department on Disability Services, Office of the Deputy Director for Developmental Disabilities (DDA), Service Planning and Coordination Division. The Department on Disability Services is responsible for the development and direction of intellectual and developmental disability programs and for overseeing and administering a network of comprehensive, community based services for District residents with intellectual and developmental disabilities. Assumes responsibility for advocating for and coordinating the delivery of a wide variety of services to persons who are intellectually and developmentally disabled. This position is required to specifically communicate with individuals we serve who speak Spanish.

The incumbent provides interpretation for Spanish-speaking individuals visiting the office and/or making inquiries by telephone. Responsible for assessing individuals eligible for DDA services to determine service needs that will assist individuals in gaining access to needed medical, social, educational, vocational, residential and other services. The scope includes: preparing individual history by gathering information from other sources such as family members, service providers, medical providers, social workers, educators and others to form a complete assessment of the individual. Identify informal supports available to the individual. Collect information about previously successful and unsuccessful strategies to achieve the individual's desired personal outcomes, safeguards for protection from harm; and any other facts relevant to understanding the supports and services needed by the individual to achieve the desired personal outcomes. This includes development of a specific service plan based on the information collected and results of the team planning process using person-centered planning principles and strategies.

Initiate service funding approvals for Home and Community Based Service (HCBS) Waiver, Medicaid funded supports, locally funded supports, and etc. Assist individuals in waiver enrollment by assisting them in collecting information and submitting it to the Eligibility Specialist. If applicant is denied eligibility, assist the applicant in filing an appeal.

Works in collaboration with other department staff in order to implement procedures for corrective or preventive actions to ensure that appropriate safeguards are implemented for safety and protection of the people served.

Perform other duties as assigned.

Collective Bargaining Union (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.

Bilingual in English and Spanish

Licensures, Certifications and other requirements

Other – "Office equipment (e.g., computer, copier), A/V equipment"

Bilingual (Spanish/English)

Education

Bachelors degree in behavioral or social science; or related disciplines appropriate to the position.

Work Experience

Experience coordinating and advocating the delivery of services and assessing the needs of individuals with disabilities and their families.

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 vendors at various locations.

Work is typically performed in an office setting and in the community.