

Job Title: Service Coordinator I
 Requisition Number: JO-1701-7828
 Grade: 11
 Salary Range: \$61,491.00 - \$79,275.00
 Promotion Potential: No
 Agency: Disability Services
 Location:
 Area of Consideration: Open to the Public
 Opening/Closing Date: 1/27/2017 - 2/6/2017

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SERVICE COORDINATOR I
CS-0101-11
CS-11 \$61,491 - \$79,275

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 of Disability Services, Office of the Deputy Director for Developmental Disabilities (DDA), Service Planning and Coordination Division. The Department on Disability Services/ DDA is responsible for the development and direction of intellectual and developmental disabilities 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, coordinating the delivery of and monitoring a wide variety of services and supports for eligible persons to enable people to lead meaningful and productive lives.

MAJOR DUTIES

Incumbent is responsible for providing services that will assist people eligible for DDA services in gaining access to needed medical, clinical, social, educational, vocational, habilitation and other services and supports to achieve person-centered goals. Prepares in-depth entries in MCIS identifying pertinent information including but not limited to recording the progress toward service and outcome goals, satisfaction with services and supports, identifying health and safety concerns, contacts with family and other service providers, ensuring needs for adaptive equipment are met in a timely manner, and reviewing medication changes and medical conditions.

Coordinates with the person and members of the person's circle of support to ensure necessary person-centered assessments and interviews are completed to inform the planning process. These assessments may include but are not limited to: a Level of Need Assessment and Risk Screening (LON); Person-Centered Thinking Tools; Positive Personal Profile; vocational assessment; Diagnostic Assessment for behavior support; clinical assessments such as physical therapy, speech and language therapy, occupational therapy, psychology, and nutrition; education history; social history; adaptive behavior and other service needs. Facilitates the annual Individual Support Plan (ISP) meeting, including coordinating the scheduling of the meeting, to ensure it represents what is important to and for the person. Coordinate the development of the (ISP) to ensure it contains services, supports, goals and strategies that will maximize good health, safety, privacy, independence, relationships, inclusion, employment, decision-making and personal responsibility.

Assists people to make application to the DDA Home and Community-based Services (HCBS) waiver program when requested by the person. If the person is denied, assist with filing an appeal if requested. Respond to questions from the *Evans* court monitor, the Quality Trust, the DOH/HLRA, DHCF and other quality assurance entities. Participates in meetings and provides information to the interviewer or monitor.

Participates in team meetings, court hearings, and service planning with external community entities involved in the person's life included but not limited to (courts, jail, Child and Family Services Administration, Department of Behavioral Health, University Legal Services, The Quality Trust, DC Housing Authority, Adult Protective Services, etc.)

Manages the financial plans and all benefits the person is eligible to receive. Transfers money from personal allowance and burial accounts as requested. Reviews bank statements and expenses and completes documentation needed to withdraw funds from government-held accounts. Ensures client accounts are maintained below the prescribed income level. Performs 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.

Licensures, Certifications and other requirements

Other – "Office equipment (e.g., computer, copier), AV equipment"

Education

Bachelor's degree in behavioral or social science; or an area related to the provision of advocacy services to people with disabilities.

Work Experience

Experience analyzing and investigating a variety of unusual cases, problems or situations and coordinating the required services for the resolution of issues that involve individuals who are intellectually or developmentally disabled.

Work Environment

The work is moderately sedentary but requires some physical exertion. Typically the incumbent sits comfortably to do the work. However, assignments regularly involve long periods of walking, standing, and travel to various locations in and outside of the metropolitan area.

While the work is typically performed in an office setting, the work requires outside visits, in the community, in any kind of weather. Exposure to contagious disease is common.