

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Coordinator	C	4	2	Non-Exempt
POSITION TITLE:	DD Services Coordinator		POSITION#:	500291
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Date:	3/3/2014		
SERVICE TYPE:		AFSCME		
Employee Name:		Department:	Health Department	Supervisor: Services Coordinator Supervisor
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

The services coordinator is responsible for helping to identify access, coordinate, create, and assure services to people with developmental disabilities. This includes advocating for the whole person with attention to the strengths, hopes, and special circumstances of each individual and facilitating individual choice and self-determination and supporting health and safety needs through person-centered planning.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Services Coordination Essential Duties: <ul style="list-style-type: none"> Identify, access, coordinate, and develop services and resources for individuals with developmental disabilities. Manage a caseload of adults and/or children with developmental disabilities. Provide admission, intake, and crisis services. Maintain case records and documentation of services provided. Prepare reports as needed. Advocate for individuals and provide family support. Maintain standards of confidentiality, serve as a mandatory abuse reporter, and complete at least 20 hours of training annually. Facilitate ISP team decision-making. Coordinate with a wide variety of community partners and family members. Monthly review of individuals in residential programs. Review of behavior, medical, financial, and ISP issues. Coordinate and track Comprehensive In-Home Supports. Develop Family Support plan with families and present budget proposals to Family Support Committee. Respond to individuals in crisis and work with residential and vocational providers to coordinate services. 	85%
2	MFA: Information and Referral Essential Duties: <ul style="list-style-type: none"> Refer for residential, vocational, transportation, and support services. Provide public information on available services and resources. Refer to other agencies and resources as needed. 	10%
3	And other duties as assigned.	5%
Percentages should total 100%		100%

Special Requirements:

N/A

Physical Requirements:**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, move, talk, hear, and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. Constantly interacts with other people and may have to handle several responsibilities at once. Most full-time services coordinators work a regular 40-hour week. However, many services coordinators work part time. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____