

## **TECH Job Description**

**Job Title:** Service Coordinator  
**Department:** Service Coordinator

### **SUMMARY**

A Service Coordinator coordinates services and supports for individuals with disabilities to improve productivity, integration, independence, and the protection of legal and human rights. As the client's main advocate, a Service Coordinator will assure that each client eligible for Targeted Case Management services, per definition, will receive services in the least restrictive manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Facilitate and author Person Centered Plans and processes and see that all phases of the PCP's are effectively implemented.
- Assist clients in applying for services/benefits outlined in the person centered support plan.
- Advocate for client rights and entitlements.
- Coordinate training, services, and communication with clients, parents, guardians, staff, and other involved professionals.
- Maintain case notes on all clients.
- Review and take appropriate action on incident reports, daily behavior tracking forms and other tracking methods outlined in the client's person centered support plan.
- Assist in the development of behavior support plans with all applicable medical, mental health, and support team members.
- Assist with transition planning, portability, and arrange for services to follow the client as moves occur from one setting, service, or provider to another.
- Facilitate and complete BASIS Assessment tools (i.e. DDP, Systems Analysis.)
- Complete billing sheets at the end of each month.
- Complete training requirements (including annual and certification) as outlined in state and local policy.
- Attend meetings as required and as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university in social work, psychology, vocational rehabilitation or related field and two years related experience and/or training.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to calmly and reasonably solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Have a valid Driver's License. Be employed by TECH, Inc. as a subcontractor who maintains a license with the Reno County CDDO for targeted case management and complete a registration process required by SRS/Health Care Policy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.