

Autism Services Center

Job Title: Service Coordinator

Department: Service Coordination

Direct Supervisor: Director of Service Coordination

Revised Date: April 9, 2012

Qualifications:

- Bachelor's Degree (Human Services degree preferred)
- One year experience with Intellectual and Developmental Disabilities preferred.
- Possess strong communication skills (written and verbal)
- A valid driver's license, automobile and insurance.

Job Description:

The Service Coordinator will:

- Maintain a case list of assigned clients
- Coordinate and attend monthly visits as required by funding streams
- Coordinate and conduct IPPs (annual, 6 months, two 90-days, and other IDTs)
- Assess client needs and monitor service plans
- Daily documentation
- Monitor client services provided
- Linkage and referral
 - Keep current with service providers
- Facilitate communication among team members
- Maintain client records in accordance with Medicaid regulations
- Attend Service Coordination meetings
- Keep supervisors abreast of client issues
- Client advocacy
- Work effectively with teams and supervisors to handle crisis situations
- Be knowledgeable of:
 - Funding streams
 - Resources
 - Paperwork
 - Diagnoses
- Meet Service Coordination Department billing expectations
- Travel as required (potentially for training, conferences, etc.)
- Any additional duties as assigned by supervisor