

DESCRIPTION: Under general supervision, coordinates and oversees the delivery of services for children (through age 17) with disabilities by conducting assessments and eligibility determinations, developing Plans of Services and Support Plans, providing appropriate referrals and monitoring provisions of services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This classification is responsible to advocate for effective services on behalf of individuals through assessment, service plan development, referral and monitoring activities. This class is distinguished from the Developmental Disabilities Service Coordinator class by the focus on children (through age seventeen) with disabilities. The Developmental Disabilities Service Coordinator serves persons and programs relating to intellectual and developmental disabilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Accepts and processes referrals for the Aged and Disabled Waiver program.

Obtains and confirms information on individuals for determination of eligibility.

Performs in-person assessments of the child and gathers information from various sources to determine if the child meets nursing facility level of care.

Completes related documentation, narratives and reports.

Develops Plans of Services and Support Plans in conjunction with the child and parent/legal representative to identify needs and ensure the child's health and safety.

Determines the cost of serving the child under the Aged and Disabled Waiver and assures it is within specified cost limits.

Completes monthly contacts with the child and parent/legal representative at a time, location and date convenient to the client. This includes conducting in-person home visits on every child at least every three months. This may require visits after normal business hours to accommodate the child and parent/legal representative's schedule.

Authorizes services as specified on the Plans of Services and Support Plans. Assures authorizations clearly identify the type and amount of services to be completed by the provider.

Makes referrals and coordinates related activities to help the child and family obtain needed services, such as medical, social, educational providers or other programs and services.

Completes monitoring and follow-up activities with the individual, family members, providers or other entities to ensure that the service plan is effectively implemented, adequately addresses the needs of the individual and indicates changes in the needs or status of the individual that warrant adjustments in the service plan and service arrangements with providers.

C72860 - AGED AND DISABLED WAIVER SERVICES COORDINATOR (continued)

Serves as liaison for the individual and family with the service provider and the community. Collaborates with Early Development Networks, School Systems and ESU's.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: current practices in the field of community-based services for persons with disabilities including the role of the service coordinator, client direction and family-centered services; person-centered program planning; positive behavioral supports.

Skill in: listening to and understanding information received; communicating with individuals and groups with varying backgrounds to collect and relay information.

Ability to: assess the needs of persons with disabilities; evaluate assessments; develop and assess Plans of Services and Support Plans; learn, interpret and apply regulations governing the authorization, delivery and payment of community-based services; learn and apply agency and program rules, policies and procedures; organize, evaluate and address program/operational data; develop working relationships with individuals with disabilities, their families, agency representatives or advocacy groups;

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in education, psychology, social work, sociology, human services or related field OR a registered nurse licensed in Nebraska. Two years experience with children with special health care needs, children or adults with disabilities or children's services.

SPECIAL NOTES:

Specific positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel.

May be required to work some evenings and overnight travel may be required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).