

DESCRIPTION: Under general supervision, coordinates and oversees the delivery of services to persons with intellectual or other developmental disabilities including, but not limited to: assessment and eligibility determination; development of Individual Program Plans, Individual Family Support Plans, and Support Plans; referrals; monitoring provision of services; performs related work as required.

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 coordinate and oversee the delivery of effective services for individuals through assessment, service plan development, referral, and monitoring activities. This class is distinguished from the Aged and Disabled Waiver Services Coordinator class by the focus on services for persons and programs relating to intellectual or other developmental disabilities, not including services covered by the Aged and Disabled Medicaid Waiver for children through age seventeen with disabilities. The Aged and Disabled Waiver Services Coordinator focuses on services for children through age seventeen with disabilities covered by that specific Medicaid Waiver.

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

Performs assessments of persons desiring service(s) including the following: obtains and confirms information to determine eligibility; gathers information from other sources to determine amount and types of services provision including activities that focus on needs identification; determines the needs for medical, educational, social, or other services; takes individual history to document life events; completes related documentation.

Conducts service plan development including: coordinating the development of the Individual Program Plan, Individual Family Support Plan or the Annual Supports Plan in conjunction with the individual, family, and service providers for specialized and generic services based on assessment information.

Documents in the Service Plan the goals of services to be provided to the individual and actions to address the habilitation, medical, social, educational, and other services needed, including activities such as ensuring the active participation of the individual and working with the individual and others to develop such goals and identify a course of action to respond to the assessed needs of the individual.

Makes referrals and coordinates related activities to help an individual obtain needed habilitation services, medical, social, educational providers, or other programs and services. May make referrals to providers for needed services and schedule appointments for the individual.

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

Serves as liaison for the individual and family with service provider and the community.

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 intellectual disabilities and other services for persons with developmental disabilities; person-centered program planning; the principles of normalization; provision of habilitation services; positive behavioral supports; statutes and regulations pertaining to delivery of services for individuals with developmental disabilities.

Ability to: assess the needs of persons with intellectual or other developmental disabilities; evaluate assessments; determine eligibility; develop and assess individual program plans and individual family support plans; mobilize resources to meet individual needs; communicate effectively to exchange information; develop working relationships with individuals with intellectual or developmental disabilities, their families, interdisciplinary team members, agency representatives, and individuals or advocacy groups; analyze behavioral data; conduct formal assessments; monitor services provided; apply agency and program rules, policies, and procedures; organize, evaluate, and address program/operational data.

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

Bachelors degree and professional experience in: education, psychology, social work, sociology, human services, or a related field and experience in services or programs for person with intellectual or other developmental disabilities.

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, such as transportation for clients.

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).