



Our Mission:

Empowering people to discover their directions for life in a changing world.

Service Coordinator

Southeastern Directions for Life has an immediate opening for a full-time Service Coordinator. Schedule is Monday-Friday 8:00-4:30, occasional nights and weekends.

QUALIFICATIONS: Bachelor's degree in one of the helping professions and a minimum of two years experience working with children and young adults who have disabilities and/or with funding source mandated experience requirements. Case management experience is preferred. Must have a current driver's license, car insurance and a driving record. Must pass a comprehensive criminal background check, including fingerprinting, drug screening, and a Dept. of Social Services Central Registry check. Must have good typing skills and knowledge of internet/e-mail use.

JOB SUMMARY: The Service Coordinator will have assigned individuals and will, on occasion assist with the provision of services for individuals assigned to other Service Coordinators. Responsibilities include but are not limited to case management, monitoring each individuals progress, securing funding, and working closely with the Director, Quality Assurance Coordinator, Educational Services Coordinator, Adult Day Services Coordinator and Residential Services Coordinator to ensure the provision of safe, appropriate, effective, high quality services. Southeastern operates 24/7, 365 days a year. **Must be able to work weekends and holidays when necessary.** Flexibility during emergencies and inclement weather is required.

ESSENTIAL JOB FUNCTIONS: Essential job functions include but are not limited to:

Professional Integrity and Growth:

Essential Job Functions: General

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Essential Job Functions: Service Coordinator

1. Assist in the Coordination and facilitation in IEP/ISP (Individual Education Plan/Individual Service Plan) meetings and annual report.
2. Be present in the Residential, Day or Home based setting as required by Southeastern E&I Director, to maintain an ongoing relationship with each person supported
3. Review each individuals program monthly and quarterly to evaluate progress and effectiveness of the programs with appropriate documentation.
4. Coordinate and facilitate consultations with all outside agencies (counselors, psychiatrists, public school personnel, etc.).
5. Ensure communication between residential, home based and day services.
6. Coordinate evaluations and assessments that are required prior to an IEP/ISP or as needed.
7. Ensure completion and proper maintenance of reports and files of the people supported.
8. Serve as main contact person for parents, school districts, medical services, SSI, SSA or other agencies; and keep accurate records and submit records as required.
9. Consult with the people we support, their families and/or other agencies.
10. Ensure proper day to day financial interests of people supported through monthly audits.
11. Ensure necessary procedures/paperwork and follow-up for all admission, discharges and terminations.
12. Report any unusual incidents to the Division of Developmental Disabilities within required time periods.
13. Handle funding issues (HCBS, SSI, Title XIX, etc.).

Please email resume and/or application to: hr@southeasternbh.org

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran