

Job Title: Service Coordinator

Application submission period: from 11/19/18 8:30am until 12/13/18 5pm

Job Type: Full-Time (40 hours/week) Shift: Monday-Friday; 8:30a.m.-5p.m.

Department: Mental Health Support Services

### Minimum Qualifications

Bachelor's degree in Human Services and 2 years experience in service coordination or equivalent combination of training and experience. Prefer employment experience in a Part C Local System and/or extensive knowledge of Part C regulations. Experience in service coordination activities with young children with developmental disabilities is preferred. Applicant will need to complete Part C Certification Process as a qualified provider prior to assuming position. Information regarding certification can be accessed at: <http://veipd.org/elearn/> Good driving record required. Must not reflect a total accumulation of six or more negative points within the past three years or a major violation within the past four years. Pre-employment drug testing and FBI criminal background check required.

### Duties:

Part C Service Coordination for 0-3 age group and their families. Coordinates services with other community organizations and medical practitioners, provides services in the natural environment, obtains social and medical background information, develops and reviews individual family service plans (IFSP), assists families in identifying and accessing needed services, initiates activities necessary for child's transition to pre-school services, and completes accurate and timely documentation. Perform other work as required. An Equal Opportunity Employer Committed to Hiring a Diverse and Bilingual Workforce

### How to Apply?

Applications are available at <http://www.chesterfield.gov/careers/#> Please search under Mental Health and look for Part C – Service Coordinator

### Questions:

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