

Job Title: Service coordinator

Application submission period: 3/9/20-3//20

Job Type: full time Shift: Monday-Friday

Department: Mental Health Support Services

### Minimum Qualifications

#### **Minimum Qualifications**

Bachelor's degree in a human services field, such as psychology, sociology, rehabilitation counseling, or a related field; two years of experience in a human services field; or an 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. Will need to complete Part C Certification Process as a Service Coordinator prior to assuming position. Information regarding certification process can be accessed at: <http://veipd.org/elearn>. **Good driving record required. Must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Pre-employment drug testing, FBI criminal background check and education/degree verification 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. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary benefits based on performance, qualifications and experience.**

#### Questions:

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