

## Part C Services Coordinator -

This non-exempt (FLSA) position's incumbent provides case management services to individuals and their families receiving services through the SCSB operational programs in conjunction with Part C, Early Intervention. Activities involve preparation of service plans, coordinating and accessing service delivery programs, necessary support services, working with the local interagency council, educational planning and casework documentation. The objective is for the child and family to receive a variety of services which will support or enhance the child's participation in daily activities and routines of families in community settings. Services also include advocating, linking, coordinating, monitoring, problem-solving and transportation. Incumbent is responsible for coordination of services with area schools, social services departments, public health departments, and medical establishments, etc., and assuring compliance with Part C and Medicaid requirements.

Bachelor's degree in Social Work, Special Education, or related Human Services Provision for the mentally disabled population with a major area of study encompassing evaluation, assessment, treatment/service planning and casework documentation, with a specialty in infant/toddlers services or equivalency in experience. Provision and coordination of services to the mentally disabled populations at a local community level, to include assessment, evaluation and planning of services, casework documentation, as well as utilization of available community resources for the mentally disabled and developmentally delayed infants/toddlers. CPR, First Aid, Medication, MANDT, Human Rights, and other trainings as required/mandated or be trainable after hire. Must possess a valid driver's license and meet all criminal background and drug screening requirements.

Our website is [www.sscsb.org](http://www.sscsb.org). Contact Human Resources, with any questions at 434-572-6916. Complete the application on the website under Careers - Application for Employment.