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**Job Tittle: Coordinator of Community Services**

**Job details**

Salary

$44,000 - $51,000 a year

Job Type

Full-time

Part-time

Shift and Schedule

Monday to Friday

Qualifications:

(a) A bachelor’s degree from an accredited education program in a human service field; or

(b) An associate’s degree with 2 years’ experience in a human services field; or

(c) 7 years’ experience in a human service field.

Working knowledge of and commitment to self-determination principles and a willingness to provide supports at a time, location, and in a manner that meets the various needs of individuals served.

D. Effective advocacy skills; proven ability to establish and maintain working relationships, respond to individuals in a timely manner, use independent judgment and initiative, and to access services.

E. Ability to facilitate empowerment of individuals through promoting independence, self-determination and creativity in planning; strong belief in the opportunities for people with disabilities to fully participate in the community and a willingness to work toward individuals’ identified goals.

F.Effective written and oral communication skills; proficient computer skills to include learning agency systems required to document billable activities.

G. Must have access to a reliable automobile and a valid driver’s license; must provide verification of a good driver’s record and automobile insurance upon request and maintain such throughout employment.

Benefits:

Job Summary:

As a Coordinator of Community Services (CCS), you will be providing Targeted Case Management Services to the people individuals that we support. You will provide advocacy and coordination of resources and services as needed, as well as assist with conflict resolution, negotiation, and facilitation. A CCS enters their activity notes into the State Database within 24 hours for tasks completed. You will work with the person supported and their team to develop a Person-Centered Plans and throughout the year monitor services and supports.

Job Description:

* Coordinate activities to plan, explore, access, and maintain supports desired by the individual.
* Advocate on behalf of and assist individuals to advocate on their own behalf.
* Maximize individuals’ participation in the team process; promote opportunities for those who choose to lead their team meetings.
* Negotiate and resolve conflicts within the team.
* Ensure adequate planning for and development of an appropriate and relevant Person Centered Plan (PCP), in accordance with COMAR and agency policy; monitor to ensure implementation.
* After the annual meeting, visit assigned individuals in settings where supports are provided, and/or elsewhere, as desired by the individual, at a minimum of three during the PCP year, or more frequently, as indicated by the intensity of resource coordination services needed.
* Assist with transitioning and transfer activities in an expeditious manner to ensure continuity of supports/services.
* Respond to provider-generated incident reports in a timely manner to ensure the individual’s health and safety is adequately addressed.
* Document consumer related activities according to established protocols to assure proper invoicing for services performed.
* Consistently provide and accurately document sufficient level of consumer services to meet agency billing standards.
* Explore and access alternative supports and/or funding sources to meet identified individual needs.

Administrative:

* Comply with all relevant State and federal regulations regarding targeted case management.
* Complete training requirements per agency policy and DDA regulations; demonstrate ongoing commitment to developing and enhancing professional skills through participation in agency/staff meetings and outside training opportunities.
* Attend and actively participate in agency/team meetings as assigned by Team Leader.
* Complete all assigned administrative activities, to include but not limited to the following: Timesheets, schedules, and other reports required by the agency submitted on time.

Job Types: Full-time, Part-time

Pay: $44,000.00 - $51,000.00 per year