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**IN-HOUSE POSTING NOTICE
NON-BARGAINING UNIT POSITION
06/10/2022**

POSITION: **SERVICE COORDINATOR II DS (several openings)**
Full-Time, 80 hours per pay

DEPARTMENT: **MH/DS**
Troy A. Wood Human Services Complex, Franklin, PA

PAY GRADE: **Non-Exempt Hourly Six**
\$31,727.28/yr PLUS \$750 sign-on bonuses if filled externally

OVERALL OBJECTIVE OF JOB

To provide case management for an assigned caseload, assisting them with receiving needed services to carry out a life management plan and to provide ongoing job monitoring of individual situations/services.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Receives instructions and supervision from the DS Service Coordination Supervisor in regard to daily work duties.

ESSENTIAL FUNCTIONS OF THE JOB

1. Provides service coordination to individuals with developmental disabilities.
2. Monitors all individuals at mandated intervals and locations or more frequently based on the individual's need; including phone contact as necessary.
3. Updates progress including health and safety issues for each individual.
4. Receives intakes and creates/maintains files on new individuals within the time frame determined by the program regulations.
5. Develops and updates Individual Service Plans in conjunction with the identified support team for the individual. Enters the ISP into the state software program, HCSIS, and seeks programmatic and financial approval for services supporting the individual.
6. Develops and monitors in depth budgets for services provided to individuals, including ensuring individuals remain under pre-determined budgetary caps for services.
7. Coordinates necessary programs and services for individuals, either within the department or through outside agencies; schedules appointments for individuals as necessary.
8. Enters individual data in HCSIS or other computer programs for maintenance of records; searches computer database for individual information as needed.
9. Attends staffings and reports on individual's progress.
10. Assists individuals with completion of necessary paperwork.
11. Interacts with internal staff, outside agencies and others to service individuals' needs.
12. Monitors behavior of individuals and assists in therapies as necessary.
13. Acts as advocate for individuals in school, court or other needed areas and assists in linking them with needed services.

14. Maintains a minimum of 24 hours of training annually.
15. Completes requests and referrals for evaluations and individual's progress as required.
16. Works with individuals in need of intervention.
17. Analyzes and improves procedures and incorporates needed changes into more effective programs.
18. Operates computer and other office equipment as necessary to carry out essential job duties.
19. Travels daily as required to perform essential duties of job, i.e., to homes, hospitals, and agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with individuals, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to individuals' information and records.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess the technical knowledge of operating personal computers and other office equipment.
8. Must possess a valid Pennsylvania Driver's License and daily access to reliable transportation. Travel will be throughout the county to complete assessments, monitor conditions, and provide interventions in individuals' homes within the county.
9. Must understand and comply with all mandatory reporting requirements of Adult Protective Services, Older Adults, and CYS.
10. Must possess of the principles and practices used in social service work, and the ability to apply those principles and practices within the scope of the position.
11. Must possess knowledge of social, economic and health problems and resources and be able to interact effectively with said resources on the individual's behalf.
12. Must possess the ability to conduct thorough, complete assessments using prescribed instruments and to determine the most appropriate, least restrictive level of care needed.
13. Must possess ability to plan and organize work and prepare adequate records and reports.
14. Must possess ability to practice organizational and stress management skills and to practice use of good judgment.
15. Must possess the ability to deliver and evaluate appropriate services to individuals and to monitor the effectiveness of such services.
16. Must possess some technical knowledge of operating personal computers and related software, or ability to learn and operate with reasonable accuracy and speed.
17. Must possess ability to interpret regulations, policies and procedures, and apply them accordingly.
18. Must possess the ability to work with persons who have physical, mental, or emotional disabilities, who are economically disadvantage and may be involved in the court system and advocate on their behalf.

19. Must be able to interact effectively with internal agency staff, state department staff, counselors, provider agencies, attorneys, and court.
20. Must possess ability to understand and interpret laws, regulations, and policies in regard to DS programs and services.
21. Must possess some knowledge of the medical and psychological concerns and related practices relative to individuals with developmental disabilities and their families.

QUALIFICATIONS

EDUCATION/EXPERIENCE (STATE MANDATED)

A bachelor's degree, which includes or is supplemented by at least 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social science; **or** two years of professional casework or human service experience and two years of college level course work, which include at least 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social service; **or** any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social service and one year of professional casework or human service experience or similar position performing paraprofessional case management functions.

Clearances:

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. Clearances currently possessed that are less than 4 years old will be accepted until new clearances are available. All clearances must reflect acceptable results.
- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."
- Must successfully complete pre-employment drug screening.

HOW TO APPLY

All interested, qualified individuals should contact Human Resources at 814-432-9556 or through email at bkeller@co.venango.pa.us Qualified applicants must pass an interview.

DEADLINE TO APPLY: 6/21/2022

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

****DRUG-FREE WORKPLACE****

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT 814-432-9552 FOR ASSISTANCE.