

Job Posting

Title: Disability Coordinator - North Country
Reports To: LDA Program Director
Status: Non-Exempt
Location: Watertown NY

Position Overview:

To serve consumers or families of consumers with disabilities attain their independent living goals by educating, advocating and securing services and to be informed of disability regulation and policy in order to provide information, referral and education services directed at increasing the consumer's self advocacy skills.

Key Responsibilities:

Responsibilities will include but are not limited to the following:

- Initially meet with consumers, complete intake and determine educational goals and services needed to achieve them.
- Obtain releases, documentation and additional information from consumer.
- Develop case load of approved waiver cases to a full caseload . Would be a mix of waiver cases, i.e. OPWDD, DOH/TBI and/or NHTD.
- Develop request for funding for services.
- Write service plans for each assigned consumer and review with consumer/family. Revise as needed, but at least semi-annually.
- Encourage and educate consumer in self-advocacy.
- Prepare and submit all required reports.
- Network with other agencies, organizations, and schools to coordinate services.
- Provide community outreach and education.
- Evaluate programs and develop programs as needed by continual evaluation of community needs.
- Responsible for maintaining the Watertown office and coordinating activities as required.
- Other duties as assigned.
- Maintain confidentiality of all work related information
- Act in a manner consistent with the Independent Living Philosophy

Educational Requirements: Bachelor's degree in Human Services or Special Education

Work Experience Requirement: Minimum of five years experience working with people with disabilities. Solid knowledge of Special Education system is required.

Knowledge: Learning disabilities, neurological impairments, educational systems, employment systems, DSS, penal system, ADA, IDEA, 504, SSDI, VESID, CBVH and a solid understanding of how disabilities impact life functions.

Skills: Community networking, innovation, collaboration, flexibility, organization, oral and written communication, teaching, basic computer skills, responsiveness to working with a diverse population, supervision, budgeting, planning, coordinating, working as a member of a team.

Other: Annual health assessment and Mantoux required. Pre-employment Physical and Mantoux required. Waiver and other agency training requirements must be maintained. Valid driver's license required

The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties.

External candidates may apply at recruiting@rcil.com, or via our website at www.rcil.com. You may also send your resume or apply in person: RCIL, PO Box 210, 409 Columbia Street, Utica, NY 13503-0210, Attention: Human Resources.

RCIL is an Equal Opportunity Employer. Women, minorities and Individuals with disabilities are encouraged to apply.