

# Job Posting

**Title:** Service Coordinator

**Status:** Full-Time

**Location:** Utica

## Position Overview:

To assist individuals with disabilities attain their independent living goals by educating, advocating, and securing services.

## Key Responsibilities:

### Responsibilities will include but are not limited to the following:

- Initially meet with consumers, complete intake and determine goals and services needed to achieve them.
- Develop request for funding for services and develop case load including OPWDD, NHTD and DOH/TBI cases.
- Write service plans for each assigned consumer and review with consumer/family. Revise as needed, but at least semi-annually.
- Advocate for consumers and secure services as necessary.
- Meet with assigned consumers at least one time per month, including at least one visit to the consumer's home each quarter. Maintain necessary records and documentation.
- Review with the consumers that service providers are following the goals in the service plan and to ensure effectiveness of all requested services.
- Maintain confidentiality of all work related information.
- Act in a manner consistent with the Independent Living Philosophy.
- Other duties as assigned by the supervisor.

## Required Background

**Work Experience Requirements:** A minimum of a Bachelor's Degree with five or more years experience working with individuals with a disability or similar case management experience. OPWDD, DOH and TBI experience preferred.

**Educational Requirements:** Minimum of a Bachelor's Degree in a Human Service field.

**Demonstrated knowledge** of Home and Community Based Waiver, The OPWDD System, DOH, NHTD, various disabilities and how they impact an individual's ability to function, entitlement programs, ADA, 504, SSDI, VESID, CBVHI

**Preferred skills include** advocacy, planning, community networking, innovation, collaboration, flexibility, organization, written and oral communication and responsiveness to working with a diverse population.

**Other:** Annual health assessment and Mantoux required, MMR and Drug Habituation Statement. Pre-employment Physical and Mantoux required. Waiver and other agency training requirements must be maintained.

**A valid NYS Driver's License is required.**

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

External candidates may apply via our website at [rcil.com](http://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.