
Wayne County Board of Developmental Disabilities

VACANCY NOTICE

Position: Service Coordinator
Position reports to: SSA Director
Requirements: Bachelor's degree
Appropriate Certificate from the Ohio Department of Developmental Disabilities
Work Schedule: Full Time, 40 hours per week
Work Year: 259 days per year per calendar
Salary Range: \$42,000 - \$56,444

Responsibility:

It is the responsibility of the Service Coordinator to assist individuals with developmental disabilities with the development, implementation, monitoring, and measurement of the person's comprehensive Individual Service Plan, based on assessed needs. The Service Coordinator also holds the responsibility for planning and facilitating meetings that include the individual, parents or guardians, residential providers, adult services staff, ancillary staff, and any other person who the individual wishes to have as a part of their planning meeting.

Position Description:

1. The Service Coordinator is responsible for the overall assessment, planning and monitoring of the Individual Service Plan for each individual assigned to the Service Coordinator. This includes the development and monitoring of individual budgets.
2. The Service Coordinator ensures that each individual served by the WCBDD has a written Individual Service Plan specifying the services, supports, education, training program, residential services, medical services, employment services, and any other related service that will be coordinated for the individual and provided by various agencies and persons.
3. The Service Coordinator arranges and facilitates the Individual Service Plan meetings that include, at a minimum, the individual, the individual's legal guardian, if applicable, a certified staff member of the county board, the residential provider, and, if desired, the individual's case manager, advocate, or friend or any other person the individual chooses to invite to the meeting. The Service Coordinator shall send invitations and conduct the meeting.
4. The Service Coordinator, in conjunction with the individual, shall determine which other people will be present at the meeting.
5. The Service Coordinator shall be responsible for the comprehensive development of the Individual Service Plan and ensure that services, goals and objectives that are implemented are not conflicting.

6. The Service Coordinator shall advise and present options in an appropriate manner to the individual so that the individual may have a voice and choice in matters pertaining to his/her life. They shall assist the individual with making freedom of choice elections from among providers.
7. The Service Coordinator shall ensure that all components of the Individual Service Plan are completed and shall provide a written summary of the meeting including any dissenting opinion of those present that shall be entered into the individual's permanent record.
8. The Service Coordinator shall ensure that the initial Individual Service Plan is developed within a maximum of thirty calendar days after the entry of the individual into the program.
9. The Service Coordinator shall ensure that each Individual Service Plan team meets at least annually to review, revise, and/or redevelop the Individual Plan, or whenever a major change in training, continuous education, services, employment, or support is proposed. The Service Coordinator monitors the Individual Plan to ensure that each service provider and person who participated in the development of the Individual Plan signs it.
10. The Service Coordinator shall be responsible for ensuring that the individual receives effective services provided by appropriate providers required by the Individual Service Plan.
11. The Service Coordinator ensures continuity between the assessments, plans, preferences, choices, plan implementation, and outcomes for each Individual Service Plan.
12. The Service Coordinator will work collaboratively and cooperatively with other agencies to assist the individual with securing necessary social services from the community including but not limited to: Medicaid eligibility, supplemental security income, social security, food stamps, HEAP, and other applicable community services.
13. The Service Coordinator provides the individual with assistance with implementing the freedom of choice of the provider sections of the rule.
14. The Service Coordinator shall be responsible for ensuring that the individual maintains eligibility for Medicaid.
15. The Service Coordinator works collaboratively and cooperatively with other providers to provide the individual with information related to protection when services are diminished, reduced, or discontinued. He/she works with quality assurance issues to incorporate the results of quality assurance reviews and identified trends and patterns of unusual incidents and major unusual incidents into the individual plan or individual plan amendment for the purpose of improving and enhancing the quality and appropriateness of services provided to the individual.
16. The Service Coordinator provides daily representation to the individual, if needed, and is responsible for providing advice and assistance related to the day-to-day services in accordance with the service plan.
17. The Service Coordinator ensures that the plan includes services and supports that are needed to address the health and safety needs of the individual.

18. The Service Coordinator shall establish a budget for services based on the individual assessed needs and preferred method for meeting those needs.
19. The Service Coordinator maintains the official file for all assigned individuals to assist in service delivery, resource allocation, and funding of the Individual Service Plan components.
20. The Service Coordinator ensures confidentiality per Board Policy and distributes the Individual Plan to the individual, legal guardian, residential provider, service providers, and the persons responsible for implementing the plan.
21. The Service Coordinator shall ensure that the Individual Service Plan is developed to contain elements as contained in Administrative Rule 5123:2-1-11G1(a-g) and 2(a-d). As well a a description of medical and other services and supports to be provided types of providers expectations for specific services and providers who will be responsible for the service name and the responsibility of person selected by the individual to provide support effective dates of service and supports schedule of services and supports including frequency and duration skills to be developed and maintained preferences, choices, and priorities of the individual
22. The Service Coordinator shall maintain working relationships with area and community agencies.
23. The Service Coordinator must be able to use computer technology to write ISPs and to document services and supports to the individual.
24. The Service Coordinator shall evaluate the effectiveness of the Individual Service Plan and individual services by assessing the individual's satisfaction and reviewing goal documentation, implementation, and recommendation.
25. The Service Coordinator shall be available, based on a rotation schedule, to be on call to answer emergency calls during times when the program is closed.
26. The Service Coordinator participates in in-service, course work, and other educational programs to increase knowledge, information, skills, and to maintain certification.
27. The Service Coordinator performs other related work as assigned by the Superintendent or the Director of Service and Support Administration.

Interested applicants should submit a letter of interest, a completed application (<https://tinyurl.com/WCBDD-Application>), transcripts, and resume to:

Kristi Tyrrell, Director of Finance and Human Resources
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