

POSTED: 4/7/2022
POSITION: CLIENT SERVICES COORDINATOR
HOURS: 40 (Monday – Friday: 7:30 am – 4:00 pm)



Summary:

This position is split between providing service coordination and program activity support.

Responsible for overall service coordination of individuals with disabilities assigned to case load. Provide documentation of progress toward specific vocational, behavioral, educational goals; conduct or participate in intra- and inter-agency staffing; facilitate behavioral change through individual or group counseling and recommend and facilitate movement into different phases of adjustment and training.

Essential Duties and Responsibilities include, but are not limited, to the following.

- Responsible for development, implementation, and documentation of program evaluation goals.
- Interprets and implements policies and procedures regarding client services.
- Develop and implement a person-centered plan based on input from others involved in the person's life.
- Facilitate improvement and promote behavioral change in personal, social, and vocational areas.
- Provide guidance and support individuals in personal, social, and vocational areas.
- Administer medication as needed.
- Maintain and update person's file on an ongoing basis including progress reports with future goals.
- Act as advocate for individuals assigned to caseload. This includes facilitating appropriate work placement and ancillary programs.
- Conduct and/or participate in intra- and inter-agency staffing.
- Observe and record individual behaviors. Develop and write behavior plans.
- Provide clients with the instruction of all program, recreation, social, and community program activities by providing program support, as needed.
- Follow all safety policies and procedures.

Education and/or Experience:

Bachelor's degree and one year related experience and/or training; or equivalent combination of education and experience.

Computer / Technology Skills:

Microsoft Outlook, Word and Excel; Internet Explorer

Transportation:

Essential duties typically require a valid WI driver's license, a good driving record, and access to an adequately insured vehicle.