

POSTED: 8/4/2022
POSITION: SERVICE COORDINATOR
DEPARTMENT: DAY SERVICES - ROLFS
HOURS: 40 hours (7:30 am – 4:00 pm)



Summary:

Performs service coordination for clients in the community and/or clients in Day Service Programs. Teams. Responsible for providing behavioral supports.

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

- Provide direction to the Direct Services Staff on program development and implementation.
- Counsel clients in personal, social, and vocational areas.
- Initiate, maintain, and update client files and reports following policies and procedures, attend PCP meetings.
- Work cooperatively with other service agencies, staff, and families and provide reports regarding client issues to all stakeholders.
- Keep ADS Program Manager well informed of all case developments, adult referrals and personnel issues.
- Interact with clients appropriately and provide a good role model.
- Develop and write client behavior intervention strategies.
- Assist Team Leaders with implementation of client behavior support strategies.
- Administer medication as needed.
- May be involved in cross training as appropriate to assure the stability of the program, department, or organization.
- Follow all safety policies and procedures.

QUALIFICATIONS:

- **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.

The ideal candidate will possess:

- Good communication and problem solving skills.
- Demonstrated ability to think creatively and analytically.
- Ability to multitask.
- Detail oriented skills.
- Ability to work well within a team.
- Capable of remaining patient and calm.