



WORKING TITLE: DEVELOPMENTAL DISABILITIES SERVICES COORDINATOR	CLASSIFICATION: HEALTH AND HUMAN SERVICES SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: DEVELOPMENTAL DISABILITIES
PAY RANGE: OPEU 19	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of tasks consistent with the experience and abilities of the individual. May counsel with clients individually, conjointly, or in groups. Provides or participates in consultation, in-service training, and education programs. Assists in quality assurance activities. Participates in program planning and development. Maintains client records. Assists with orienting new staff. Performs other necessary administrative tasks and related work as required by the Program Supervisor or Manager. May also provide case management services, participate in research and program evaluation activities, and perform protective service investigations.

SUPERVISION RECEIVED:

Works under the direct supervision of a Human Services Specialist II, or Program Manager.

SUPERVISION EXERCISED:

May provide some supervision and training of other staff and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides primary case management services to clients enrolled in DD Services.
- Assures an annual plan for each enrolled individual is developed and reviewed.
- Attends the annual plan meeting and either participates in the development of the annual plan or is responsible for the development of the annual plan depending upon which services the individual is enrolled in.
- Coordinates and assists with the authorization of program services for enrolled clients based upon established service standards and administrative rule.
- Ensures entry, exit, and transfers from within comprehensive services are in accordance with established administrative rules.
- Ensures associated enrollment(s) into the Department’s payment and reporting systems are complete.
- Monitors services and supports for individuals enrolled.
- Assesses clients for possible eligibility for crisis services and conducts planning and monitoring of crisis services as appropriate.

- Arranges for provision of protective services for enrolled clients. May conduct protective service investigations (if additional training and qualification requirements are met).
- Provides information and timely referral about how to access services to individuals and their families within the county and from other agencies and organizations within the county.
- Assists in research and program evaluation activities, including quality assurance activities.
- Represent the County in community educational outreach activities, as directed.
- Promotes and assists in development of new programs and resources in the community.
- Participates in selected areas of program planning and development, including quality assurance initiatives.
- Conducts eligibility determinations for people seeking services (if additional training and qualification requirements are met), as directed.
- Assists with foster care licensing activities, as directed.
- Ensures required documentation related to Service Coordinator duties is completed in a timely fashion and in accordance with established County policies.

JOB SPECIFICATION

KNOWLEDGE OF:

- The public service system for developmental disability services in Oregon.
- Working knowledge of other community agencies and resources.

SKILL IN:

- Working with people who have an intellectual or developmental disabilities.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Use interviewing skills.
- Assist in development of relevant and realistic treatment plans.
- Work harmoniously with peers and professionals in various disciplines.
- Meet and work with other professional and nonprofessional people in the community.
- Profit from in-service training programs.
- Write concisely and perform administrative tasks.
- Maintain confidentiality.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree in a related field and at least 1 year experience in a setting relevant to the duties and skills noted above. Appropriate combination of education and experience may be substituted for degree. Must meet the educational and experience requirements listed in OAR 411-320-0030(4)(C).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle to transport clients. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.