

**BERKELEY CITIZENS, INC.
PO DRAWER 429
MONCKS CORNER, SC 29461**

Job Description

SERVICE COORDINATOR

Revised August 2004

Non - Exempt

As an employee of Berkeley Citizens, Inc., (BCI) the Service Coordinator is responsible to the Director of Family Services.

Duties and responsibilities

- 10% To coordinate services to eligible individuals as outlined in the Service Coordination Practices Manual and HCB Waiver Manual and in accordance with the Health and Human Services Finance commission contract.
- 10% To conduct referral and intake processes as outlined when assigned.
- 10% To develop and implement individual person-centered plans through comprehensive assessments with the individual, family, other agencies involved, schools, program staff and/or evaluation professionals.
- 10% To participate in the development and execution of habilitation, education, and program plans as an active member of the interdisciplinary team.
- 10% Review, revise, and monitor plan progress as outlined in the Service Coordination Practices Manual to include frequency and time-frame requirements.
- 10% To intervene when services are needed in times of crisis and/or outside regular work schedule.
- 10% To serve as an advocate for each individual's well-being, human and legal rights, and in the individual's best interest at all times.
- 10% To execute procedures as outlined in the Berkeley Citizens, Inc. Policy and Procedure Manual, Transportation Manual, and Emergency Preparedness Manual, Service Coordination Practices Manual, Service Coordination Guidelines.
- 10% To attend regularly scheduled meetings and training as required for execution of job duties and as requested by the BCI Director of Family Services, BCI Executive Director, or South Carolina Department of Disabilities and Special Needs Regional or Central Office.
- 10% To conduct other Service Coordination duties as assigned by the BCI Director of Family Services, BCI Executive Director, or Regional Service Coordination Director.

EDUCATIONAL REQUIREMENTS

Masters Degree in Social Work or related field from an accredited university or college; or BS/BA degree in Social Work or related field from an accredited university or college; or BS/BA degree in an unrelated field from an accredited university or college with minimum of one year experience in Service Coordination or programs for individuals with developmental disabilities.

OTHER REQUIREMENTS

Ability to make personal contact with the consumer, the family/guardian, and with other agency representative in the home, program, workplace, and other community or social environments. Ability to translocate independently.

Ability to communicate effectively. Ability to provide required reports/statistical data in a timely and accurate manner. Ability to execute the Service Coordination duties and represent Berkeley Citizens, Inc., in an efficient, cooperative and ethical manner. Possession of good written and oral communication skills. Possession of a valid South Carolina driver's license and satisfactory driving record. Satisfactory criminal background investigation.

Recommendation of the Director of Family Services and approval of Executive Director and

ADDITIONAL SKILLS & PHYSICAL ABILITIES:

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions, communication, writing, reading, driving at night, counting, running and smelling. other physical requirements include ability to write, read small print and record data accurately.

WORK WEEK AND HOURS - 12:00 a.m. Sunday to 11:59 p.m. Saturday

REGULAR WORK SCHEDULE - 8:00 a.m. through 4:00 p.m. Monday through Friday, or as directed by the Director of Family Services and/or Executive Director.

VERIFICATION OF RECEIPT OF JOB DESCRIPTION

Date: _____

Employee Position: Service Coordinator

Program: Department of Family Services

I certify that I have received a copy of my Job Description revised August 2004.

Employee's Signature

Date

Signature, Director of Family Services

Date