

Class Concept

This is professional work in providing, coordinating and being accountable for the inter-disciplinary person-centered services to individuals with intellectual disabilities, complex neurologic disorders, dementia and/or co-occurring disorders. Employees are located in a specialized facility that provides services to individuals with intellectual disabilities, complex neurologic disorders, dementia, sensory deficits, behavior, motor-movement disorders, seizures, and/or autism spectrum disorders. Employees create, modify, and implement individualized cognitive, vocational, and/or social developmental care plans. Employees ensure compliance with residential-based health, safety, and habilitative services as required by State/federal laws, and facility policies and procedures. Establishes, implements, and monitors program goals, quality controls, and policies/procedures for defined residential units or homes. Employees negotiate the service delivery of professional disciplines such as nursing, psychology, social work, therapeutic recreation, PT, and OT in the implementation of person-centered plans.

Employees are assigned responsibility for one or two shifts on one unit and may serve as lead developmental services coordinator for direct care staff. Employees evaluate, modify, and implement individualized cognitive, vocational, and/or social developmental care plans. Employees identify and document opportunities and obstacles for an individual to assist with the enhancement of improving an individual's self-determination, participation in their community, and to recognize interests. Employees may provide in-service training to direct-care staff that includes documentation and forms-completion procedures. The Coordinator I is differentiated from the Human Services Provider Program Coordinator II by limited overall decision-making, as well as scope of administrative responsibility.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of active treatment programs and their implementation procedures.
- Working knowledge of up-to-date best practices in health, mental health care practices and support for individuals with intellectual disabilities.
- Working knowledge of the basics of physiological, nutritional, sensory-motor, affective, cognitive, social, communication, and adaptive development.
- Ability to work as a member of an interdisciplinary team.
- Ability to communicate and to develop cooperative working relationships with staff, individuals, and their family members.
- Ability to plan daily activities.
- Ability to coordinate the development, implementation, and evaluation of person-centered services and to evaluate their effectiveness.
- Ability to keep records, document behaviors/preferences, and run reports.
- Ability to communicate observations and recommend modifications to person-centered plans.
- Ability to perform behavior intervention techniques.
- Ability to supervise the operation of a residential unit.

Minimum Education and Experience

Bachelor's degree in a human services or related field from an appropriately accredited institution, and one year of experience providing and/or developing person-centered care plans for individuals with intellectual disabilities/co-occurring disorders; or an equivalent combination of education and experience.

Advanced degrees in human services may be substituted to meet educational requirements if an applicant does not possess a Bachelor's degree in human services or related field.