

SIoux RIVERS REGIONAL MHDS

JOB DESCRIPTION

JOB TITLE: Service Coordinator

REPORTS TO: Chief Executive Officer

JOB PURPOSE: The Service Coordinator is responsible for ensuring equal and timely access for all individuals seeking Mental Health and/or Disability Services within the region.

GENERAL PRINCIPLES:

1. Supplied by the employing County who ~~Contracted by~~ with the Regional Governance Board ~~with~~ as established by the Region's 28E agreement.
2. Performance evaluation conducted annually by the Chief Executive Officer.
3. Functions as a member of the Region's management team under the direction of the Chief Executive Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist individuals in completion of the Application and collection of the supporting data necessary to determine eligibility and to authorize type and level of service, with direction from the Chief Executive Officer.
2. Serve as liaison between Chief Executive Officer, the Governance Board, regional service providers and individuals served.
3. Ensure completion of Standardized Functional Assessment for all individuals seeking services within 90 days of receipt of a signed Application.
4. Make referrals and coordinate services between all network service providers.
5. Completion of Re-certification on an annual basis.
6. Participate in multi-disciplinary team meetings.
7. Seek assistance from a professional who is trained in the delivery of the mental health or disability service for decisions that are clinical in nature.
8. Assist in processing placements from institutions and coordinate placement requests from Case Management.
9. Participate in Regional Planning processes including attendance at various boards and advisory meetings.
10. Assist in the development of the Regional Management Plan.
11. Provide county data and expenditure information to the Chief Executive Officer as requested.
12. Serve as a liaison to the court system to assist with the committal process as needed.

13. Assist in the development of long range plans for the delivery of services within the region.
14. Attend trainings and conferences to develop and maintain knowledge of Iowa Administrative Code and changes occurring within the Human Services Field.
15. Supervises agency staff as applicable and directed by the Chief Executive Officer.
16. Maintains valid driver's license and proof of insurance at all times and willing to travel throughout state and region.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Accomplishes all tasks as appropriately assigned or requested.

QUALIFICATIONS

Experience and Education

- Bachelor's or higher level degree in a human services-related or administrative-related field, including but not limited to social work, psychology, nursing, or public or business administration, from an accredited college or university.
- In lieu of a degree in public or business administration, a coordinator may provide documentation of relevant management experience.
- A minimum of two years experience in the provision of services in a human services-related field.

Competencies

- An energetic and creative individual with high ethical standards and an appropriate professional image.
- An empathetic individual who desires to assist individuals with disabilities to obtain and maintain the highest level of independence.
- A well-organized and self-directed individual who is a team player.
- A good communicator who is able to develop relationships with the public, consumers and service providers.
- Flexible nature and willingness to adapt to change.