



POSITION DESCRIPTION

The mission of the Belmont - Harrison - Noble County Boards of Developmental Disabilities is to encourage, support, and respect people on their journey through life.

POSITION TITLE: **Community Supports Coordinator**

DEPARTMENT: Community Supports

REPORTS TO: Director of Community Supports

EMPLOYMENT STATUS:	Non-Exempt	Full-time	2080 hours/year	EFFECTIVE DATE:	08/2024
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MINIMUM QUALIFICATIONS

1. Bachelor's Degree.
2. Certification – Services and Support Administration per OAC 5123:2-5-02.
3. Prefer at least one (1) year experience as a Service and Support Administrator.
4. Strong Computer skills; knowledge of Microsoft Office software.
5. Satisfactory comprehensive background checks pursuant OAC 5123:2-2-02.
6. Valid driver's license.

GENERAL DESCRIPTION

Under the general supervision of the Director of Community Supports, this position is responsible for working with the Director and coordinating services and supports for children 3-18 for the Belmont, Harrison, and Noble County Boards.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. Develops and seeks out the needed supports for children and families in need. Plans and implements service and support administration to ensure the identification of natural and community supports and acquisition of needed services and supports to the person and families through the self-determination process.
2. Through the self-determination process, develops a person-centered Individual Support Plan (ISP) with the active participation of the individual served, his or her circle of support, and, the provider(s) selected by the individual.
3. Completes eligibility evaluation as needed.
4. When needed and under the direction of the Director of Community Supports, develops an individual budget based upon a comprehensive assessment of the person's needs with consideration of all resources available to the individual.
5. Ensures that the person is given the opportunity to select providers from all willing and qualified providers in accordance with applicable federal and state laws and regulations including rule 5123:2-9-11 of the Administrative Code.
6. Acts as the primary point of coordination to ensure that services and supports are effectively coordinated and provided by appropriate providers as defined in OAC 5124:2-1-11.
7. Provide ongoing individual support plan coordination to ensure supports are provided in accordance with the individual support plan and to the benefit and satisfaction of the person supported.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES (cont'd)

8. Provides ongoing monitoring to ensure the ISP and desired outcomes are achieved for the person.
9. Facilitate effective communication and coordination among the individual and members of the team by ensuring that the person and each member of the team has a copy of the current individual support plan as defined in OAC 5123:2-1-11 (i).
10. Maintains case notes to document all supports and services provided. Maintains an electronic file on each person supported.
11. Completes UI and MUI reviews and follow up as needed.

OTHER RELATED DUTIES AND RESPONSIBILITIES

1. Follows all policies and procedures of the Belmont-Harrison-Noble County Boards of DD as well as all laws applicable to the position.
2. Maintains necessary records and completes reports in a timely and accurate manner.
3. Represents the community supports team on standing and ad hoc committees within the organization.
4. Attends meetings and conferences as requested.
5. Performs other related duties as required.

EXPECTATIONS

1. ***Time Management***
Evaluates and prioritizes tasks so as to maximize the efficiency of every task. Establishes routine procedures to ensure frequent contact with all individuals served. Imposes self-discipline to prevent wasted time in non-productive activities
2. ***Problem Solving/Decision Making***
Operates with a proactive approach to service coordination staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilizes applicable rules, regulations, and policies as a foundation for decision making. Gathers all relevant information and explores all possible options. Facilitates timely ISP meetings to ensure availability and inclusion of all ISP team members in problem solving and decision making processes.
3. ***Communication***
Promotes a welcoming and eager to serve atmosphere. Maintains open and respectful communication exercising professionalism as a representative of this agency in all external and internal communications, both written and oral. Employs conscientious listening skills to truly understand the needs and wants of individuals and families.
4. ***Team Effort/Cooperation***
Works collectively with all members of the SSA team as a cohesive unit, displaying the ability to take initiative in leading as well as supporting, utilizing the individual strengths of each member. Provides and accepts constructive criticism in a respectful manner. Works at all times to promote the philosophy and mission of the organization.

UNUSUAL WORKING CONDITIONS

1. May be exposed to blood borne pathogens, communicable diseases, and/or aggression in situations of personal conflict or crisis.
2. May be requested to lift, carry, and move individuals, including children, adolescents, and adults in a safe manner, according to in-service training.
3. Works a flexible schedule in order to meet the needs and desires of individuals and families served.

This position description serves as an overview of the position and in no manner states or implies that these are the only duties and expectations required. Administration reserves the right to modify the contents of this document at any time. By signing, employee certifies that he/she has reviewed the position description and is aware of the duties and expectations of the position.

SUPERVISOR SIGNATURE:

DATE:

EMPLOYEE SIGNATURE:

DATE: