**FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**POSITION DESCRIPTION**

# INDIVIDUAL SUPPORT COORDINATOR

**REGULAR HOURS OF WORK:** 8:00 a.m. to 4:30 p.m.,

(Typically 37.5 hours worked and paid per week but may be required to work additional hours)

**IMMEDIATE SUPERVISOR:** Individual Support Coordination Supervisor

**DEPARTMENT:**  Services and Supports

**SPECIFICATIONS:**

As an employee of the Fairfield County Board of Developmental Disabilities, the job incumbent shall comply with all Board policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

**DUTIES:**

## 70% Service and Support Coordination

Performs individualized service and support administration functions for designated individuals, assisting them in identifying choices, preferences, and strengths through a self-determination planning process where the individual, family members and/or personal advocate are in charge.

Coordinates individual assessment of strengths, needs, concerns, priorities, hopes and interests.

In collaboration with an individual’s team, develops plans for individuals, subject to approval by County Board managers and DODD.

Ensures individual budgets are in place for services and supports or authorized by the County Board, as approved by the Director of Services and Supports.

Assists individuals in identifying and selecting providers of their choosing for services and supports.

Coordinates services by communicating with all parties, including individuals, family members, personal advocates, other team members, providers, other County Board staff members and regulators.

Monitors implementation of individual plans and individual budgets.

Maintains all required documentation of activities.

Works to improve and enhance the quality and appropriateness of services and supports rendered to individuals.

Works on-call as assigned and responds to emergencies after regular work hours through use of a cell phone or other electronic device.

Assures the provision of appropriate response mechanisms for individuals and families in the event of crisis or emergency.

Makes contacts in the community in an effort to develop additional resources for assigned individuals.

Completes and assists others in the development of packets for new HCBS Medicaid waiver funding and in the re-determination process for current waiver recipients.

Assists in the development of staff training to support implementation of services.

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| 20%    | Communications Further the mission of the FCBDD by interacting in a courteous and professional manner with individuals receiving supports, their families, and friends and with co-workers, supervisors, and members of the community.  |
| 5%   | Training Provides presentations and information concerning the Board, department, and work unit in accordance with Board philosophy and mission. May be asked to provide/participate in activities internal and external to the agency. Participates in and provides in-service training as may be required.  |
| 5%   | Other  |

Performs other duties as directed by the Individual Support Coordination Supervisorand/or Administration.

**QUALIFICATIONS:**

* Bachelor’s degree required
* Eligible for certification under DODD
* Current, valid Ohio Driver's License, points on driving record may not be equal to or exceed 6 and must be acceptable to agency insurance carrier.
* Insurable under agency insurance carrier
* Ability to work independently
* Works cooperatively with others
* Maintains attendance to effectively complete functions of the job
* Good judgment and decision-making skills
* Communicates verbally and in written form in an objective, professional manner
* Orally presents information in an objective, professional manner
* Ability to interact with families, members of the community, individuals with disabilities and others in a professional manner to promote a positive image of persons with disabilities and the FCBDD
* Maintain basic computer skills including word processing, spreadsheets, and databases

**FLSA:** Non-Exempt from overtime

**PROBATIONARY PERIOD:** One (1) calendar year

**STATUS:** Classified Civil Service Employee

**NOTE:** Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials and/or aggressive behavior.

The FCBDD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex, or age.

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Staff Member Signature Date

BOARD APPROVED: June 21, 2016

**ESSENTIAL FUNCTIONS**

**For Purposes of 42 USC 12101 and OAC 4112-5-08:**

# INDIVIDUAL SUPPORT COORDINATOR

1. Prepares and maintains accurate plans, records, reports, assessments, and evaluations.

1. Provides service and support coordination to individuals eligible to receive FCBDD services.

1. Assists, consults with, and trains staff, family, and others.

1. Attends and participates in conferences, meetings, workshops, and seminars.

1. Clearly communicates with individuals, parents, families, and staff both verbally and in writing.

1. Interprets and complies with applicable laws, regulations, policies, and professional ethical standards.

1. Acts as an advocate for individuals and families while coordinating plan development.

1. Maintains appropriate DODD, CPR and First Aid certification, a valid Ohio driver's license and a driving record acceptable to agency insurance carrier.

1. Travels to additional sites, as necessary, and works hours outside of regularly scheduled hours.

1. Demonstrates regular and predictable attendance.

1. Maintains and follows policies on confidentiality.

1. Participates in conferences, meetings, workshops seminars and on committees.

1. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques.

1. Complies with the Individual Bill of Rights.

1. Acts in the best interest of the Fairfield County Board of Developmental Disabilities.

 BOARD APPROVED:June 21, 2016