

**FRANKLIN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES**

**2879 Johnstown Road
Columbus, Ohio 43219**

POSITION OPEN: SERVICE COORDINATOR

MINIMUM QUALIFICATIONS: Bachelor's Degree in field of Human Services; one year experience in field of MR/DD

LICENSE/CERTIFICATION REQUIRED: Service and Support Administration Specialist 2 Level Certification – Ohio Department of MR/DD; valid Ohio Driver's License - Ohio Bureau of Motor Vehicles

DUTIES/RESPONSIBILITIES:

Provides Service Coordination services for individuals with mental retardation and/or developmental disabilities; identifies, refers, accesses and/or links eligible individuals with needed services (e.g., residential, medical, psychological, vocational, educational, financial, social and transportation); transports individuals in order to access services

Coordinates services among service providers and monitors individual service and Habilitation Plans to ensure a timely, comprehensive and unified plan of services in compliance with all applicable laws, rules and regulations; provides advocacy to assure individuals' rights and interests are preserved and maintained

Writes and prepares reports, correspondence, case notes and summaries, evaluations, individual service plans and other related materials; maintains current client files, records, etc.

Attends and/or conducts a variety of meetings related to assigned clients; consults with service providers to improve or expand existing services; participates in public relations activities to promote support and public awareness of effective Service Coordination services

Provides emergency and protective services to assigned clients in need of prevention or elimination of conditions detrimental to their physical or emotional health; receives and reviews/investigates reports of abuse and neglect per state guidelines

Performs other related duties as assigned

IF INTERESTED, PLEASE APPLY AT 2879 JOHNSTOWN ROAD, COLUMBUS, OHIO
43219

AN EEO EMPLOYER