

**SERVICE COORDINATOR (P #729) – R. H. – SERVICE COORDINATION, KIRBYVILLE, TEXAS**

**GENERAL DESCRIPTION:** The Service Coordinator is responsible for providing on-going direct supports to individuals served in HCS, TxHmL, and General Revenue Programs. Duties include but are not limited to, completing assessments, documentation, facilitating program planning and development; monitoring of services; linking and referring individuals to appropriate services; and crisis prevention and management. The Service Coordinator will also be expected to develop an understanding of reimbursement practices and program guidelines. This position will as necessary interact with the individual's family/LAR, team members, and community resources. The Service Coordinator will also be responsible for working with external and internal providers to accomplish Burke Center's mission "*working together to improve lives.*" Travel is required to provide monitoring services in the individual's home, school, and/or day service environment.

**EDUCATION/EXPERIENCE:**

**Required:** Graduation from an accredited high school or its equivalent **AND** two (2) years of paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program or HCS Program. **OR**, have been authorized by a local mental retardation authority to provide service coordination prior to April 1, 1999.

**Preferred:** Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, or with a major in a social, behavioral or human services field from an accredited college or university.

**LICENSES/CERTIFICATIONS:**

**Required:** Valid Texas driver's license.

**SPECIAL REQUEST/COMMENTS:**

**Preferred:** Good typing skills and working knowledge of Microsoft Word. Good organizational skills to meet strict deadlines.

**PHYSICAL REQUIREMENTS:** Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

**HOURS:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. However, this position may require after hours duty. Will require some flexible hours.

**SALARY:** \$25,488 to \$30,288 annually, depending on experience and qualifications.