

## **Intellectual Disabilities Supports Coordinator – Full-Time Position**

**Center for Community Resources**

**Allegheny, PA**

### **1 Positions**

**WANT TO WORK FOR AN AGENCY THAT'S BEEN VOTED BEST PLACES TO WORK FOR 7 CONSECUTIVE YEARS WITH COMPETITIVE BENEFITS AND SALARY?**

Come join our team in one of the largest Supports Coordination Organizations in Pennsylvania. CCR is currently seeking professional and self-motivated Supports Coordinators in the Allegheny County area to serve individuals diagnosed with Intellectual Disabilities and Autism.

#### **Essential Functions:**

1. Demonstrate knowledge and apply understanding of Supports Coordination services and support systems to individuals, families and team members.
2. Facilitate and participate in the development and periodic review of the Individual Support Plan (ISP).
3. Monitor health and safety, authorized budgets, and level of need to ensure quality of services.
4. Maintain accurate records, documentation and utilization requirements.

#### **Responsibilities:**

Locate, coordinate, and monitor services for people with intellectual disabilities and/or autism in the community. Average caseload size is 35.

Travel throughout the region to monitor individuals in their home, day program, or residential setting. Current restrictions apply due to COVID-19 for all face-to-face responsibilities. CCR provides mileage reimbursement for work-related travel!

Communicate effectively with direct Supervisor and co-workers. Be able to work as a team and facilitate meetings with individuals with disabilities, interdisciplinary team members and County Administrators to ensure supports and services are in line with assessed needs.

**Daylight, Weekday hours, Flex Schedule, Opportunity to work remotely but in person visits and travel are required. No on call! Mileage reimbursement is available at the state set rate!**

#### **Qualifications:**

Bachelor's degree with successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice or other related social services. At least one-year experience working with individuals with disabilities preferred.

ACT 33/34 and FBI Clearances, valid driver's license and proof of car insurance coverage must be provided prior to hire. Must maintain strict confidentiality and be able to exercise sound judgement, be well organized and follow precise timelines.

**Benefits:**

- **Health Insurance**
- **Employee Only: \$23.42/per pay**
- **Employee & Children: \$58.88/per pay**
- **Employee & Spouse: 78.32/per pay**
- **Full Family: \$81.65/per pay**
- **FREE Dental & Vision**
- **FSA – Flexible Spending Account**
- **403b Retirement Plan with Employer match up to 6%**
- **Earn up to 20 days paid time off in the first year!**
- **7 Paid Holidays**
- **Tuition Reimbursement**
- **Short-Term Disability**
- **Life Insurance**
- **Supplemental Benefits**
- **Accident**
- **Critical Illness**
- **Buy-Up STD**
- **Voluntary Life and AD&D Insurance**
- **Employee Assistance Program (EAP)**