

Hanover County Government
Community Services Board
Support Coordinator (CD) – Developmental Disabilities
Salary: \$48,000.00 - \$64,000.00 Annually

The Hanover County Community Service Board (CSB) is searching for an innovative and dedicated individual to join our team of creative and talented support coordinators. The incumbent will handle a manageable caseload to allow for personalized attention and support to individuals with developmental and/or intellectual disabilities. Join a team committed to promoting safety, respect, trust, and a sense of belonging with each other and the individuals we serve.

Hanover County CSB is one of 40 public behavioral health safety net providers in Virginia. At Hanover County CSB, we partner with individuals to provide services in the areas of mental health, substance use disorders, and developmental disabilities in their efforts to lead satisfying and productive lives in their communities. We are committed to providing high quality, high touch, person-centered services with a focus on continuous quality improvement.

Click here to learn more about our team and the community we serve!

<https://youtu.be/xtB95I4Xhvw>

General Description: This is a professional position that is responsible for providing support coordination services for children and adults receiving intellectual and/or developmental disabilities and/or co-occurring mental health and/or substance use disorder services. The incumbent performs complex tasks to assess, plan, coordinate, and link to services.

Organization: The Support Coordinator position is part of Hanover County's Career Development Program (CD). The Support Coordinator Ladder has three (3) levels: Support Coordinator I, II, and III. The Support Coordinator reports to a Support Coordination Supervisor or Program Coordinator and supervises no staff.

Essential Functions:

- Completes comprehensive assessments of individual needs, supports and service gaps, determine level of care according to existing DMAS ICF/ID/DD criteria and enhanced case management requirements,
- Gathers relevant medical, social, and psychological data and conducts interviews with the individual/caregiver to determine services received and services needed.
- Ensures the development, coordination, implementation, monitoring, and modification of individual services plans using a Person Centered Approach; review and update service plans; coordinate and monitor the implementation of the Individual Service Plan (ISP); make referrals and links individual to multiple service providers/agencies; (d) monitor the implementation of the ISP, the health and safety/quality of care for the individual with a developmental disabilities and/or mental retardation, through regular contacts with providers, periodic site visits and home visits with the individual. Evaluates the quality of services provided and changes in the individual's condition and counsels the individual.
- Enhances community integration through increasing individual's community access and involvement.
- Completes documentation and maintains accurate case records in accordance with regular review by regulatory agencies.
- Understands expectations set forth through DBHDS, Department of Justice and Licensure
- Develops and maintains good working relationships with community resources, and agencies to ensure effective coordination of services.
- Performs related duties as assigned.

Working Conditions:

A. Hazards

Customers – May have contact with children, adults, and families with challenging behaviors and in difficult situations.
Conditions – May be exposed to places that are considered unsafe or unsanitary, often independently.

B. Environment

Office
Field

C. Physical Effort

Minimal

See Special Conditions

D. Non-Exempt

Knowledge, Skills and Abilities: Requires knowledge of definition and causes of intellectual and developmental disability and best practices in supporting individuals who have such a disability; Medicaid and Department of Behavioral Health and Developmental Services policies and regulatory guidelines; person-centered services; Department of Justice Settlement Agreement; and licensure regulations. Comprehensive knowledge of DD Waiver Services and DD Waiver Wait List regulations. Knowledge of Enhanced Case Management (ECM) criteria and ability to assess individuals to determine those who meet the criteria. Must be familiar with methods and theories of evaluation for developmental disabilities and implementation of service plans. Must be able to communicate effectively, both orally and in writing. Must be able to work and make judgments independently, as well as function as part of a team.

Education, Experience and Training: Bachelor's degree required in a human service-related field (master's degree preferred) with at least one (1) year of related work experience – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Designated as a Qualified Developmental Disabilities Professional (QDDP) or Qualified Mental Health Professional (QMHP) preferred.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- TB test (within 30 days of employment)
- CPS (Child Protective Services) Check
- Twelve-month probationary period
- Work beyond normal work schedule
- Must be able to successfully pass CPR/First Aid training as well as behavior management as required by regulation, including but not limited to Title 12 of the Virginia Administrative Code. This training process includes a hands-on, in-person demonstration of first aid and CPR competency, for successful completion. This demonstration requires bending, lifting, and completing activities on the floor.

For more information and to apply, please visit www.hanovercountyjobs.com