



DD Service Coordinator 1



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 751

AVAILABLE POSITION

DD Service Coordinator 1
Developmental Disabilities Department (Classification 751)
SEIU Represented Full Time (37.5 hours/week) position

ESSENTIAL FUNCTIONS:

Provides service coordination for individuals with developmental disabilities which may include but is not limited to: intake, needs assessment and documentation; development of individualized service plans; participate in and facilitate multidisciplinary interagency meetings representing the Health Department; provide prospective consumers and the general public information about available services; case management; develop and maintain effective, harmonious, and reasonable work relationships with others; maintain regular and predictable work attendance; and other duties as assigned.

Knowledge of the principles and practices of case management and the public service system. Ability to conduct needs assessment interviews and develop individual support plans. Knowledge of the laws and Administrative Rules governing the services provided by the Office of Developmental Disabilities and ability to understand and interpret those laws as it relates to service delivery. Ability to write clear and concise reports and client summaries. Ability to quickly develop and maintain effective working relationships with department staff, consumers, the general public, and contract providers. Be able to attend work regularly. Computer skills required including the use of an electronic health record for service documentation.

MINIMUM QUALIFICATIONS:

Graduation from a four-year college or university with major coursework in behavioral science, social science or closely related field; or a bachelor's degree in any field with 1 year of human services experience; or an associate's degree in behavioral science, social science or closely related field with 2 years of human services experience; or 3 years of relevant human services related experience; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. We offer competitive benefit plans.

- Medical, Dental, and Vision Benefits
 - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
 - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long-Term Disability Benefits
- Longevity Incentive

- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
 - Fully Paid by County

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

SALARY RANGE **\$4,465 - \$5,691**
CLOSINGDATE: **Open until filled**
HOW TO APPLY: **www.linncountyhealth.org**