

Resource Center for Accessible Living (RCAL) is seeking a Service Coordinator to help people stay out of or return home from nursing homes. Must have outstanding interpersonal, writing and organizational skills. Bachelor's degree and two years exp providing linkages to community based services required. Mail resumes to RCAL, 727 Ulster Ave, Kingston 12401 or by email office@rcal.org. EOE

PRIMARY RESPONSIBILITIES:

1. Knowledge of community resources and services, legal and civil rights for persons with disabilities.
2. Assist with coordination of resources and services.
3. Provide information and assistance with advocacy and self-advocacy as necessary.
4. Develop peer and community support linkages.
5. Develop and maintain Individualized Service Plan/Revised Service Plans (ISP/RSP) for consumers in a person-centered manner:
 - Coordinates the access and delivery of both natural and community supports and services chosen in the ISP/RSP.
 - Work to ensure that all supports and services being provided are safe and consistent, to the extent reasonable, with the consumer's needs and goals.
 - Work to ensure that benefits are obtained and maintained in accordance with the consumer's eligibility.
6. Complete required Nursing Home Transition and Diversion Waiver (NHTD) Waiver documentation in timely manner.
7. Coordinates and facilitates RSP review meetings at least every 6 months and more frequently as needed..
8. Completes all necessary Waiver training as defined in the NHTD Waiver Vendor Manual.
9. Meet with consumer face to face at least once per month and document visit.
10. Assist individuals interested in NHTD service coordination or NHTD Waiver services with the eligibility process and necessary paperwork.
11. Present information about NHTD Waiver services to interested groups.
12. Participate in regular staffing of office telephone support for NHTD waiver inquiries and information calls.
13. Keep accurate records and submit reports in a timely manner. Update resource and information files.
14. Participate in the Center's staff development.
15. Advocate independent living concerns (public forums); conduct workshops and presentations in the community.
16. Participate in **RCAL's** outreach activities as appropriate.
17. All other duties as assigned.

UNIVERSAL COMPETENCIES:

1. Outstanding organizational and interpersonal skills.
2. Ability to network with other community services and resources.
3. Outstanding interpersonal, problem-solving, writing, and public speaking skills
4. Consistently maintains a positive attitude towards co-workers, colleagues, service providers, visitors, consumers and their families/informal supports in order to promote a team atmosphere.
5. Exercise professionalism regarding respect, sensitivity and compassion to all people.
6. Continue to develop skills in order to enhance quality of agency performance and quality of service provision to consumers with improved efficiency.
7. Maintain confidentiality at all times when interacting with co-workers, visitors, consumes and their families. Treat all consumer material as confidential.
8. Follow policies and procedures according to agency guidelines.
9. Initiate quality/productivity improvements showing a commitment to excellence.
10. Seek feedback and suggestions that would improve personal and /or agency performance (e.g., accept constructive criticism and suggestions).
11. Demonstrate the flexibility and willingness necessary to meet the challenges of service coordination.