

**THREE RIVERS CENTER FOR INDEPENDENT LIVING SERVICES, INC.**

**JOB DESCRIPTION**

**SERVICE COORDINATOR (CSPPPD)**

**DUTIES:**

1. Conduct Annual Resident Reviews (ARRs) in TRCIL's geographic service area as assigned.
2. Function as part of the eligibility determination Team.
3. Assist in locating, interviewing, and hiring personal assistants, and in securing back-up personal assistants by sharing staff responsibility for overnight and weekend beeper.
4. Make preliminary recommendations to CSPPPD Program Manager regarding the consumer's ongoing need and eligibility for specialized services as well as the most appropriate service setting for the consumer.
5. Work with consumers to develop specialized services plans of care.
6. Assist in the identification of necessary community resources and supports prior to discharge when appropriate.
7. Assist in the selection and acquisition of affordable, accessible and appropriate housing.
8. Coordinate the selection, purchase, and delivery of furniture for consumers being deinstitutionalized under this program.
9. Work with consumers and other CSPPPD staff to develop personal support teams and personal support plans.
10. Participate in the development and implementation of designated training.

11. Participate in consumer and program evaluation efforts.
12. Participate in the community resource development for specific consumer and program needs.
13. Develop and maintain relationships with service providers throughout TRCIL's service area.
14. Complete designated reports to the Department of Public Welfare's Office of Social Programs and others •• as assigned.
15. Interact with consumers in a professional manner with respect for their rights and maintains strict adherence to the independent living philosophy.
16. Participates in designated consumer staffings.
17. Attends and participates in general TRCIL staff meetings.
18. Works closely with TRCIL staff to ensure effective service coordination/delivery.
19. Provides Individual and Systems Advocacy on issues that will promote the independence, integration and full community participation of persons with disabilities.
20. Support the efforts of all people to learn and apply self-advocacy skills.
21. Represents TRCIL to the community at large.
22. Maintains current case record for each consumer served.
23. Reports to the Service Coordinator Supervisor
24. Other duties as assigned.
25. This is a professional, exempt position.

## QUALIFICATIONS:

1. Bachelor's or Associate Degree in psychology, sociology, counseling, education, or a related field preferred. Experience may substitute for education.
2. Personal experience with a disability preferred.
3. Ability to work comfortably with people who have severe disabilities.
4. Willingness to travel throughout Western Pennsylvania.
5. Knowledge of and commitment to the independent living philosophy.
6. Knowledge of community resources for persons with disabilities.
7. Ability to work closely as part of a service delivery team.
8. Excellent organizational skills.
9. Experience with Microsoft Word and Excel preferred.
10. Excellent oral and written communication skills.
11. Ability to work well under the pressure of deadlines.
12. Personal means of transportation required.

THREE RIVERS CENTER FOR INDEPENDENT LIVING  
IS AN EQUAL OPPORTUNITY EMPLOYER.

S. Weber  
9/28/04