

POSITION TITLE:	<u>Non -Medicaid Service Coordinator</u>
PROGRAM	<u>OPWDD</u>
REPORTS TO:	<u>Director of OPWDD Services</u>

MAJOR RESPONSIBILITIES:

Assist persons with developmental disabilities gain access to necessary services and supports appropriate to the needs of the individual

DETAILED RESPONSIBILITIES:

Non-Medicaid Service Coordination Responsibilities:

- Promote self-advocacy and choice
- Assist with obtaining Medicaid and Medicaid funded services
- Assist with transition to MSC services
- Help individual make informed choices
- Promote self-determination and community inclusion
- Promote and assist the individual with person-centered planning
- Maintain the Non-MSC record
- Monitor the individual's health, safety and services
- Maintain individual's benefits and entitlements
- Complete assessment of an individual's needs for health and safety monitoring
- Determine how much advocacy and monitoring, including types and frequency of contacts a person needs
- Obtain/provide information
- Advocate for needed supports and services.
 - ❖ **REQUIRED** Valid New York State Driver's License and Insured Vehicle with 100/300 bodily injury liability

MINIMUM QUALIFICATIONS:

- Associate degree in a health or human service field or an RN
- One-year experience working with people with a developmental disability or as a service coordinator in any field

CATEGORY:

- ◆ NON-EXEMPT