

EOC

Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE: Self- Direction Coordinator (LOCATED IN JAMAICA,NY)

PROGRAM OPWDD/FI/SELF DIRECTION

REPORTS TO: PROGRAM SUPERVISOR

A Self-direction Coordinator is needed. Based out of Jamaica, NY, after 3 months of training in our Central Islip, NY, location.

Only Apply if you can complete the three months of training in our Central Islip, NY location.

MAJOR RESPONSIBILITIES:

The Self-Direction Coordinator (SDC) will assist individuals with intellectual disabilities and their families, in the development, utilization, and maintenance of their self-direct services. The SDC is responsible for the implementation of services as listed in the approved budget and assists in the payment of approved goods and services. This position requires a high degree of customer service and ensures best practices are carried out to achieve service effectiveness and efficiency.

DETAILED RESPONSIBILITIES:

- Assist Individuals and families in the development and maintenance of the SD Budget
- Review and update the SD Budget, PCP, and Hab. Plans.
- Assist with recruitment and hiring of staff
- Provide assistance to individuals and families with expenditures.
- Work with individuals and brokers to initiate and complete the self-direction process.
- Read and respond to emails within 24 hours
- Return all voice mails within 24 hours
- Serve as liaison between Individual, broker, and OPWDD
- Monitor individual's budget utilization
- Provide staff recruitment and payroll assistance to self-hired staff.
- Schedule launch and team meetings as required.
- Completes all assignments in a timely manner.
- Preparation of statistical data.
- Attend ISP meetings and update DDP2 as required
- Review Habilitation Plan and Safeguards at least every 6 months and/or as necessary
- Review and correlate the Self-direct staff attendance, time-sheet, and service documentation.

Reviewed and Approved by the Management Team 1/3/23

I have read and understand the job description.

Employee Print Name :

Employee Signature Required

Date:

SECTION 2

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- Ensures that services are related to listed outcomes
- Monitor quality of services delivered to individuals i.e. completion of self-monitoring tool, satisfaction questionnaire.
- Keeps abreast of changes in the field.
- Performs other related duties as requested.

QUALIFICATIONS:

- Ability to follow instructions and respond to management's directions accurately and efficiently.
- Demonstrates accuracy and thoroughness. Monitors own work to ensure quality is met.
- Must demonstrate exceptional communication skills.
- Must be able to work independently with minimal supervision, prioritize work activities and use time efficiently.
- Must be able to maintain confidentiality.
- Must be able to demonstrate and promote a positive team-oriented environment.
- Must be able to stay focused and concentrate under normal or heavy distractions.
- Must maintain a professional and clean appearance at all times consistent with company standards.
- ❖ **REQUIRED: Must possess a Valid NY State Driver's License and Insured Vehicle W/ 100/300 Bodily Injury Liability Insurance**
- ❖ **PPD TEST (TB)**

EDUCATION/TRAINING/EXPERIENCE:

- ♦ **BA and experience working in the OPWDD field.**
- **Bi-lingual (Spanish) Preferred.**
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CATEGORY:

♦ **NON-EXEMPT**

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