

## Support Coordinator Job Description

### Roles and Responsibilities

- ❖ Communicate the mission and vision of Creative Consulting Services to consumers, families and community resources.
- ❖ Assure consumer choice is fully offered and acknowledged while monitoring safety, health and quality of life.
- ❖ Collaborate with families, natural supports, providers, physicians and other community resources.
- ❖ Advocate for consumer needs as identified.
- ❖ Assure completion of all required paperwork, this includes but is not limited to documenting all consumer and consumer related contacts, Serious or Unusual Incidents, DMA-6's, ISP's, QOL's and HRST's.
- ❖ Facilitate and Assist in obtaining and maintaining Medicaid eligibility.
- ❖ Facilitate ISP meetings.
- ❖ Maintain a caseload of 35 consumers if considered a full time employee.
- ❖ Provide support in developing community natural supports.
- ❖ Participate in all required training and in-service activities.
- ❖ Attend all staff meetings as scheduled and actively participate in the CCS Support Group on Yahoo.
- ❖ Check your assigned CCS voicemail box regularly and respond to messages in a timely manner.
- ❖ Maintain a professional attitude and dress appropriately when representing Creative Consulting Services.
- ❖ Maintain current knowledge of all state standards, guidelines and policy manuals related to service provision for individuals with developmental disabilities as described in the CCS Policy and Procedure Manual.
- ❖ Possess a working knowledge of current technology and software used in the field. This includes but is not limited to Microsoft Excel, Word/Works and basic Internet access and use.
- ❖ Complete all other duties as requested by the Executive Director in response to contractual changes and requirements.

I have read the above job description and I agree to fulfill all roles and responsibilities.

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Employee Signature

Date