



DDD Support Coordinator

Denville, NJ, US

Job posted by [DAWN Center for Independent Living](#) on February 17, 2017

Posted on: February 17, 2017

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DAWN Center for Independent Living, a disability rights agency, seeks a highly motivated, enthusiastic, outgoing self-starter to provide care management and advocacy services to individuals with disabilities residing in Morris, Sussex and Warren counties.

Job Description:

The DDD Support Coordinator provides case management and support coordination services to adults, age 21 and over, with developmental disabilities. The Support Coordinator works closely with the consumer and his/her family to learn about their skills, talents and interests, and then link them to appropriate supports and services in the surrounding community. An individualized service plan is created for the consumer, and the plan is monitored and adjusted by the Support Coordinator as needed. The Support Coordinator is also responsible for assisting the consumer in managing the budget that is allocated to them by DDD for various services and supports.

Essential Duties:

Provide support coordination and case management to individuals who are eligible for DDD services and live in Morris, Warren or Sussex county

- Help consumers and their families create individualized service plans by determining appropriate services and identifying qualified providers in their area
- Collaborate with various community partners to ensure familiarity and in-depth understanding of service options
- Conduct home visits on a regular basis

- Ensure compliance with DDD policy and procedures, and adherence to established deadlines and benchmarks
- Maintain detailed and accurate service records of all consumer contacts, as per contractual obligations
- Serve as a liaison for consumers and their families and various statewide entities including, but not limited to: DDD, DHS, designated fiscal intermediary, and the Unusual Incident Reporting Unit
- Link consumers and families to other services provided by DAWN, when appropriate
- Collaborate with agency staff in other program areas to ensure seamless support for consumers receiving other services in addition to DDD Support Coordination
- Complete all DDD required webinars and trainings
- Facilitate distribution of consumer satisfaction surveys
- Assist with afterhours call line support based on agency rotation
- Attend all internal staff meetings, trainings, and in-services as required
- Participate in agency wide outreach efforts and special events

Required Knowledge/Skills/Attributes

Knowledge of and support for the Independent Living Philosophy;

- Ability to successfully relate to and communicate with people with disabilities, their families, other organizations, agencies, volunteers, and consumers
- Knowledge of programs and services, benefits, entitlements and supports available to persons with disabilities, as needed;
- Experience using Windows editions 8-10 including expertise in utilizing: Outlook; Skype; Microsoft Word/, Excel, PowerPoint, Publisher,
- Strong team player willing to take direction, initiate business activities and work with management staff and peers;
- Self-starter able to work with minimal supervision/direction;
- Professional demeanor and presentation;
- Have strong and effective spoken and written communication skills;
- Creative thinker using sound judgment in workload coordination and in technical matters;
- Ability to organize work effectively and establish priorities
- Ability to work with minimal supervision;
- Ability to meet or exceed deadlines;
- Ability to make decisions and implement activities impacting the organization's well-being

Education and Experience

- Bachelor's degree in a social services field (social work, psychology, etc.) and
- At least 1 year of documented professional work experience
- Previous experience working with individuals with disabilities is preferred

Working conditions

Standard Work Week is 9:00 AM - 5:00 PM with a half hour lunch break (37.5 hours)

- Requires in-home visits and attendance at community based meetings, therefore ideal candidate must have access to transportation.
- Job requires travel within Northwest NJ and candidate must have a dependable means of transportation. Mileage for work travel is reimbursed.

66 Ford Road
Suite 121
Denville, NJ, US 07834

Application deadline: March 17, 2017

Start date: March 20, 2017

Employment type: Full Time

Professional level: Professional

Job functions: Direct social services

Salary: Salary commensurate with experience.

Benefits: Paid time off; paid holidays and sick time; health benefits; work travel is reimbursed.

Education: 4-year degree, Master Degree (preferred), Social Work Or Other Related Field

Language proficiency: Ability to read and write in Spanish preferred

DAWN Center for Independent Living

Areas of focus:

Disability, Disability issues