

## **DDD Support Coordinator - Bilingual (English/Spanish)**



DAWN Center for Independent Living (DAWNcil) is a grassroots consumer-driven and consumer-controlled nonprofit organization promoting self-direction in order to create, expand, and implement equal-access opportunities for people with disabilities. DAWNcil seeks a highly motivated, enthusiastic, outgoing self-starter to work within that mission to provide care management and advocacy services to individuals with disabilities residing in Northern NJ.

### **Job Description:**

DAWN Center for Independent Living seeks a passionate and self-driven team member to provide case management and support coordination services to adults, age 21 and over, with developmental disabilities in Morris, Sussex and Somerset counties. Successful candidates must be able to multitask and quickly transition between job responsibilities and be flexible to unanticipated changes. Job requires travel within Morris, Sussex and Somerset Counties and candidates must have a dependable means of transportation. Salary is commensurate with experience.

The Support Coordinator works closely with the consumer and their family to learn about their skills, talents, and interests, and then link that individual 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 allocated to them by DDD for various services and supports.

### **Qualified Candidates:**

- Bachelor's degree in a social services field (social work, psychology, etc.);
- At least 1 year documented professional experience working with individuals with disabilities;
- Ability to speak proficiently in both Spanish and English to offer comprehensive support to consumers and their families.
- 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;
- Working knowledge of programs and services, benefits, entitlements and supports available to persons with disabilities, as needed;
- Use innovative thinking to assist consumers and their families create high quality individualized service plans where potential services and agencies are identified;
- 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;
- Collaborate and maintain relationships with various community partners to ensure familiarity and in-depth understanding of service options;
- Ability to maintain compliance with DDD policy and procedures, and adherence to established deadlines and benchmarks;

- Strong team player willing to take direction, initiate business activities and work with management staff and peers;
- Ability to work with minimal supervision to meet or exceed deadlines;
- Possess strong and effective spoken and written communication skills;
- Ability to organize work effectively, establish priorities and express self with a professional demeanor and presentation;
- Ability to cope with moderate to high levels of stress;
- Experience using Microsoft office package 2010 and ability to effectively use technology as part of daily work activities as provided by agency.

**Benefits/Comments:**

Full time position, Monday through Friday. Mileage reimbursement is provided. Professional development and continued learning opportunities offered. Benefits include employer sponsored health benefits, paid time off, sick days and twelve paid holidays. Employee access to group rates for optional vision, dental, and life insurance benefits and 401k retirement plan through Transamerica with employer match.

Job contingent upon proof of a valid driver license and proof of auto insurance coverage limits of at least \$100,000 / \$300,000.

Compensation: \$52,000 to \$57,500 annually

DAWN Center for Independent Living is an Equal Opportunity Employer.

Detailed cover letter and resume required for application to be complete. Resumes must be emailed to [jobsdawn@dawncil.org](mailto:jobsdawn@dawncil.org) or via fax to 973-625-1942. No phone calls.