**Howard Training Center**

**Job Title: Case Coordinator**

**Reports to: Department Director/Program Manager**

**Status: Non-Exempt**

**Work Week: Full Time**

**How to Apply: Submit cover letter and resume to:**

**krush@howardtrainingcenter.com**

**Job Summary:**

Responsible for planning, development, implementation, monitoring, and evaluation of Individual Service Plans for assigned caseload. Provides case coordination and supports for caseload.

**Essential Functions and Job Duties:**

83% Coordinates services for participants assigned to caseload. Responsible for the planning, development, implementation, monitoring, and evaluation of Individual Service Plans and the progress of participants. Completes and assists direct service staff in the completion of assessments. Collects and reviews data. Prepares reports based on analysis of data. Assures goals and objectives are developed and implemented in a timely manner. Periodically reviews current activities and instructional methods for appropriateness for each participant. Develops instructional strategies based on individual participants learning style and needs. Trains staff and assists them in identifying, developing, and implementing training and activities which are meaningful and appropriate for programs. Maintains contact with participants, families, and providers regarding satisfaction, quality, and other aspects related to services.

Makes sure that materials and supplies are available for implementation of goals and objectives identified in ISP. Investigates and initiates corrective action when there is a lack of progress, incident, or other situation which negatively impacts the participant. Assists participants in accessing community resources. Makes referrals and completes follow up as necessary.

Coordinates, schedules, and leads team meetings. Prepares written meeting minutes, written reports, contact logs, case notes, progress reports, and other documents as required. Monitors documentation and required records of assigned caseload. Maintains permanent case records for assigned caseload. Disseminates ISP and related documents to team members in a timely manner. Provides direct service as assigned. Fills in for direct service staff absent.

15% Reviews, evaluates, and provides constructive feedback to staff regarding implementation of ISP and training. Assures coordinated, effective relations between departments, programs, customers, participants, families, and funding sources. Maintains a professional and confidential manner in performance of duties with staff, participants, and the community. Maintains confidentiality of participants, families, and staff as required by law. Maintains positive communication with supervisors, staff, and others.

Assures a safe, harassment and discrimination free, and efficient instructional environment for staff, participants, volunteers, and visitors. Plans, coordinates, monitors, and evaluates safety requirements as they relate to participants. Is responsible for compliance with Board policy and procedures, department procedures, applicable Department of Labor regulations, CARF, and local, state, and federal regulatory rules and standards. Assures and supports participant training which is functional, age appropriate, and reality based and the least restrictive alternatives. Monitors and evaluates sheltered, supported, and competitive work performed by participants.

2% Performs other duties as assigned.

**Qualifications:**

Bachelor’s degree in social work, rehabilitation, education, psychology, or related field required with a minimum of one year of successful work experience in the social services field. Master’s degree preferred. Five years of progressive work experience may be substituted for education and work experience.

Total Quality Management (TQM) or similar experience desired. Experience in working with individuals with challenging behaviors, and / or severe disabilities beneficial. Fluency in English and Spanish a benefit.

Knowledge and demonstrated skills in organization, time management, problem solving, and working with ambiguities essential. Demonstrated knowledge or experience in working with individuals with developmental disabilities and disabilities necessary.

Excellent verbal and written communication skills. Ability to communicate effectively with all levels of personnel. Sound interpersonal skills and ability to handle difficult situations. Demonstrated effective training and mentoring skills. Must demonstrate a high level of confidentiality and honesty.

Demonstrated ability to handle multiple tasks in fast-paced and demanding environment. Able to prioritize tasks and provide detailed follow-up and consistency. Demonstrated knowledge of community resources.

Must be able to pass pre-employment physical and alcohol/drug screen in accordance with Drug Free Workplace Policy. Must obtain and maintain required criminal record and health clearances, and valid First Aid and Adult CPR certifications. Must be able to perform essential functions of position as identified in job description. Able to comply with prompt and reasonable attendance guidelines established by Howard Training Center policy.

Must possess and maintain a valid driver’s license, acceptable driving record, and dependable vehicle. Must carry at least the minimum auto liability insurance limits as required by law. Must be able to travel between sites and to emergencies with own vehicle. May be required to transport participants in personal vehicle in emergencies.

Essential duties require the ability to stand and/or walk for extended periods of time; sit, stoop, bend, reach, push, and pull; exercise manual dexterity and strength to grab, grasp, hold, and handle items of various sizes; climb steps; read, write, speak, see and hear sufficiently to provide required supervision and protection to participants. Able to lift, carry and move participants (adults - up to one-half body weight or 70 pounds, whichever is less) and materials (up to 50 pounds).

Able to and willing to acquire skills necessary for performance of job duties.

Kristi Rush, Program Manager

Howard Training Center, Community Training

4801 Stratos Way, Modesto

209-289-8075