

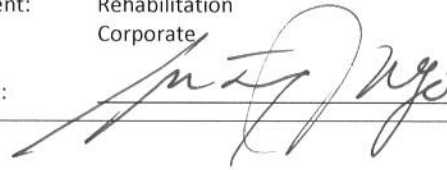
Children's Services Coordinator

VARC, Inc.

Reports to: Director of Community Services
Classification: Non-Exempt

Department: Rehabilitation
Division: Corporate

Approved:



Job Summary

Directed and Supervised by the Director of Community Services, the Children's Services Coordinator is responsible for the case management and coordination of clients participating in the Children's Long-Term Support Waiver.

Essential Functions

1. Completes intake and processes referral documentation for new clients.
2. Provides service coordination to all children referred to VARC.
3. Creates and maintains all Individual Service Plans for VARC's Children's Services.
4. Maintains case files for assigned clients.
5. Maintains continuous contact with County and other referral agencies.
6. Participates in state and county audit procedures.
7. Attends trainings and seminars as directed by supervisor.
8. Tracks and reports billable service time.
9. May assist in researching and developing new segments of children's service provision.
10. Accepts all other duties as assigned.

Qualifications

Bachelor's Degree in Human Services, Child Psychology, or related education. Superior communication skills, both written and verbal. Excellent organizational skills, and ability to work independently.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be considered as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it.

Employee Signature

Date

Supervisor Signature

Date