



## SIoux RIVERS REGIONAL MHDS JOB DESCRIPTION

### **JOB TITLE: SIOUX RIVERS COORDINATOR OF MENTAL HEALTH AND DISABILITIES SERVICES OR SERVICE COORDINATOR**

**REPORTS TO:** Chief Executive Officer

**JOB PURPOSE:** The Service Coordinator is responsible for ensuring equal and timely access for all individuals seeking Mental Health and/or Disability Services within the region.

### **GENERAL PRINCIPLES:**

1. Contracted by Regional Governance Board as established by the Region's 28E agreement.
2. Performance evaluation conducted annually by the Chief Executive Officer.
3. Functions as a member of the Region's management team under the direction of the Chief Executive Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist individuals in completion of the Application and collection of the supporting data necessary to determine eligibility and to authorize type and level of service, with direction from the Chief Executive Officer.
2. Work cooperatively with the Chief Executive Officer, the Governance Board, the County Board of Supervisors, Regional Service Providers and individuals served.
3. Ensure completion of Region's designated Standardized Functional Assessment for all individuals seeking services within 90 days of receipt of a signed Application.
4. Make referrals and coordinate services between all network service providers.
5. Completion of Re-certification on an annual basis.
6. Participate in multi-disciplinary team meetings as needed.
7. Seek assistance from a professional who is trained in the delivery of the mental health or disability service for decisions that are clinical in nature.
8. Assist in processing placements from institutions and coordinate placement requests from Case Management.
9. Participate in Regional Planning processes including attendance at regional staff meetings and various boards and advisory meetings.
10. Assist CEO in the development of the Regional Management Plan, Annual Service and Budget Plan, Annual Report and Quarterly DHS Regional updates/reports.
11. Provide county data and expenditure information to the Chief Executive Officer as requested.
12. Serve as a liaison to the court system to assist with the committal process as needed, under the direction of the Regional commitment coordinator and the CEO.

13. Assist in the development of long range plans for the delivery of services within the region.
14. Attend trainings and conferences to develop and maintain knowledge of Iowa Administrative Code and changes occurring within the Human Services Field.
15. Supervise agency staff as applicable under the direction of the Chief Executive Officer.
16. Maintain valid driver's license and proof of insurance (when driving personal vehicle) at all times and willingness to travel throughout region and state.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Assist with Regional Outreach activities, public relations.
- Assist Children's Behavioral Health Services Coordinator as needed.
- Assist Admin Support with maintenance of Regional original documents, contracts, files.
- Accomplishes all tasks as appropriately assigned or requested.
- Other duties as assigned

#### **QUALIFICATIONS**

##### **Experience and Education**

- Bachelor's or higher level degree in a human services-related or administrative-related field, including but not limited to social work, psychology, nursing, or public or business administration, from an accredited college or university.
- In lieu of a degree in public or business administration, a coordinator may provide documentation of relevant management experience.
- A minimum of two years experience in the provision of services in a human services-related field.

##### **Competencies**

- An energetic and creative individual with high ethical standards and an appropriate professional image.
- An empathetic individual who desires to assist individuals with disabilities to obtain and maintain the highest level of independence.
- A well-organized and self-directed individual who is a team player.
- A good communicator who is able to develop relationships with the public, consumers and service providers.
- Flexible nature and willingness to adapt to change.

#### **COMPLIANCE**

Compliance with the County employee handbook, employer policies, department work rules and supervisor directives. Sioux County is the employer of record.

Sioux Rivers Regional MHDS and Sioux County are Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, SIT will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.