



Position Posting

- Date:** June 22, 2021
- Position:** Resource and Referral Coordinator
- Location:** 6000 Aurora, Suite B, Des Moines, IA 50322
- Status:** Full-time position
- Department:** Service Coordination
- Responsibilities:** Oversees the resource and referral line for youth and adults for Mental Health and Disability Services for the Region of Polk County. Answers calls and assists in the coordination of appropriate referrals. This position will also assist in the intake and admission of members into the Service Coordination, Integrated Health and Case Management Programs for CSA. The Resource and Referral Coordinator will maintain a detailed database of all calls received and referrals made. This position will work collaboratively to assist in maintaining active and closed member records, enter and maintain data entry into the county MIS system and maintain agency tracking systems.
- Job Description:** Available upon request
- Qualifications:** Bachelor's Degree from an accredited college or university with at least 30 semester hours or its equivalent in the behavioral sciences, education, health care, human service administration, or the social sciences field. Applicants must have at least one year minimum experience in the delivery of human services, specific to the needs and abilities of adults with ID/DD and MI..
- Strong working knowledge of Polk county regional services and supports is preferred. Person must be very flexible, organized and willing to work collaboratively in a team based environment. Must have strong ability to communicate via phone and work independently.
- Starting Pay:** \$17.31/hour to start
- Work Hours:** Monday- Friday 2pm-10pm
- To apply:** Send resume/cover letter to Melissa Ahrens at melissaA@teamcsa.org or to Melissa Ahrens, 6000 Aurora, Suite B, Des Moines, IA 50322 Questions, contact Melissa Ahrens at 515-883-1776 ext. 246.