



Position Posting

- Date:** June 22, 2021
- Position:** Service Coordinator
- Location:** 6000 Aurora, Suite B, Des Moines, IA 50322
- Status:** Full-time position
- Department:** Service Coordination
- Responsibilities:** Provides care coordination for members; coordinates the intake and eligibility process; assists persons in obtaining needed services by making referrals and authorizing regional funding or looking into community supports; monitors service provision; maintains records, systems and data, facilitates or assists in the development of the care plan; serves as a member of an interdisciplinary team working on behalf of the member; completes social histories, assessments and all annual paperwork OR secures these documents from in-house MCO case managers; assists in county-wide shelter/other crisis situations as requested.
- 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 possess a valid driver's license with a good driving record and have reliable transportation.
- Starting Pay:** \$17.31/hour to start
- 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.