

## **POSITION ANNOUNCEMENT**

**Position:** Service Coordinator

**Hours:** 2 part time positions (one bilingual)

**Available:** Immediately

### **Key Responsibilities:**

- Develop, implement and monitor service/support plans for individuals with developmental disabilities
- Provide information on the resources, services and opportunities in the community
- Assist individuals and their families to make informed decisions regarding services and resources
- Link individuals and their families to the services and supports of their choice
- Assist in the completion of necessary paperwork, and service enrollment processes
- Maintain ongoing monthly contact with individuals and families
- Provide ongoing advocacy

### **Key Qualifications:**

- Degree in a health or human Service field mandatory
- 1 year experience with individuals with developmental disabilities
- Excellent organizational and communications skills
- Ability to work effectively with individuals and families from a variety of cultures
- Ability to work as part of a team
- Ability to effectively use technology required for the position

**Please send cover letter and resume by February 19, 2010 to:**

Ms. Janet Austin, Director of Individual Consumer Services

The Advocacy Center 590 South Avenue, Rochester, New York 14620

*The Advocacy Center is committed to equal opportunity employment.*