



# Community Care Network

## Rutland Mental Health Services & Rutland Community Programs

### **Community Care Network is looking for a Developmental Services Care Coordinator to join our team!**

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human services.

#### **About the Role:**

The Developmental Services (DS) Care Coordinator is responsible for organizing and ensuring maintenance of identified supports for individuals receiving Developmental Services. Serving as the key link between internal teams and external providers, this role ensures that communication and collaboration are effective and that all services are delivered according to the person-centered plan. The DS Care Coordinator supports individuals in achieving a meaningful quality of life through training, quality oversight, direct support, and completion of compliance documentation.

#### **Principal Responsibilities:**

- Complete all required documentation accurately and timely, including but not limited to: Individual Service Agreements (ISA) & attachments; home visits notes; Qualified Developmental Disability Professional summaries; contact notes; Critical Incident Reports; and monthly summaries that include data from medication administration records and direct support data.
- Team Collaboration and Communication
- Follow mandates related to abuse, neglect, and exploitation as defined by the state and agency policies.
- Independently problem-solve a range of issues, including sudden housing loss, medical concerns, or team disagreements.
- Provide direct supports as need (i.e. stabilization, Home and Community Based Waiver supports, medical appointment assistance).
- Provide ongoing support to individuals on assigned caseloads, ensuring services reflect their needs and preferences.
- Refer individuals and families to appropriate community resources based on individual and guardian requests.

#### **Qualifications:**

- Associates Degree required, Bachelor's Degree in a related field preferred.
- Eligible for Qualified Developmental Disabilities Professional (QDDP) status.
- Previous experience in developmental disabilities preferred.
- Ability to work with other in a positive, responsible manner.
- Strong writing and organizational skills in order to receive and convey information in efficient and effective manner.
- Ability to maintain confidentiality.
- Flexibility, dependability, and ability to work independently.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- \*Successful completion of a criminal history background check after hire.

**What's in it for YOU:**

- Competitive Pay - \$21.00-\$23.58/hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
  - o 401(k)
  - o 401(k) matching
  - o Dental insurance
  - o Employee assistance program
  - o Flexible schedule
  - o Flexible spending account
  - o Health insurance
  - o Health savings account
  - o Life insurance
  - o Paid time off
  - o Professional development assistance
  - o Retirement plan
  - o Tuition reimbursement
  - o Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision

**CCN is an Equal Opportunity Employer.**