



**Job Opportunity**  
**Case Services Coordinator**  
**Full Time position**  
**75 hrs/pp**  
**Monday through Friday,**  
**Primarily daytime hours**  
**Posted: Monday, August 16 2021**

**Job Summary:** Promotes and supports independence for participants through the development, implementation and evaluation of service plans and community integration support services. Works collaboratively with other Agency team members and provider resources.

**CORE Responsibilities:**

- Coordinates overall case management process for individuals within assigned caseload.
- Develops service plans with input from participants, families, referral sources, Agency team members and/or other involved parties.
- Conducts participant assessment regarding individual's functioning and presenting needs.
- Coordinates and conducts meetings reviewing individual's service plan progress.
- Collaborates with direct-support staff in provision of participant support plans and individual goals.
- Provides a variety of learning opportunities for participants.
- Assists in development of monthly calendar of activities.
- Provides direct support to individuals served as needed.

Consults with Day Services, Employment Services and Recreation & Leisure Program staff through training assistance and/or intervention.

**Key Requirements/Skills:**

Bachelor's degree in Counseling/Rehabilitation/Social Service and/or related field required.

Minimum of two years direct experience with individuals with developmental disabilities.

Clear criminal background check and caregiver's background check.

Excellent interpersonal and communication skills required.

Independent problem solving ability.

Microsoft applications (Word, Excel).

Submit letter of interest and resume outlining applicable skills and experience to [opportunities@portalinc.org](mailto:opportunities@portalinc.org),