



Intellectual Disability Supports Coordinator

Partnership for Community Supports

Job Snapshot

Location:
9360 Ashton Road
Philadelphia, PA 19114

Base Pay: \$40,160 /Year

Education: 4 Year Degree

Employee Type: Full-Time

Industry:
Healthcare - Health Services
Not for Profit - Charitable

Job Type:
Health Care
Nonprofit - Social Services

Manages Others: No

Contact Information
Fax: 267-350-4555;
mdebarberie@pfcsupports.org

Travel: Up to 25%

Description

The Intellectual Disability Supports Coordinator will work with individuals with intellectual disabilities and their families on the phone and in person, often in the home. The Supports Coordinator will ensure that the needs and wishes of the individuals are addressed and life opportunities are expanded.

Duties include:

Developing person-centered plans, locating, coordinating and monitoring services and Family Driven supports for individuals with intellectual disabilities.

- To develop and enter Individual Support Plans into the Home and Community Services Information System within required time frames, assuring the active involvement of the

individual receiving service and his/her team, and in keeping with all Federal, State, and City requirements.

- Connect with community resources and specialized services.
- Pleasant environment and good benefits.
- Paid training and supervision provided.
- Upon completion of satisfactory initial employment period, salary will increase to \$41,180 per year.
- Free student loan review assistance.
- Opportunity to earn \$300 per quarter as a productivity award.
- Make a difference in the lives of individuals who have disabilities.
- Paid time off and paid holidays.
- Employee Assistance Program.

Requirements

- Bachelor's degree required which includes or is supplemented by at least 12 college credits in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice, or other related Social Science.
- Valid driver's license and use of personal automobile required to complete home visits and program visits.
- As we are subject to the City of Philadelphia's COVID-19 Vaccine Mandate for Healthcare Workers, you will be required to be fully vaccinated against COVID-19 by October 15th. Exemptions to this mandate for medical reasons and sincerely held religious beliefs will be evaluated.
- Computer skills and excellent communication and organizational skills needed.
- Job requires a sensitive, caring individual with excellent verbal and written communication skills who wants to make a difference in the lives of individuals with intellectual disabilities and their families.
- Some experience working with individuals who have disabilities preferred. Bilingual a plus.
- **Position also includes some local travel.**

AA/EOE

Our Mission: Partnership for Community Supports connects individuals who experience delays in development throughout their lifespan, to resources and supports through individualized and family centered planning. By forming powerful partnerships and minimizing barriers, Partnership supports individuals and families to live a full, inclusive life in their community.