

Mental Health Association in Orange County, Inc.



DEVELOPMENTAL DISABILITIES FAMILY SUPPORT COORDINATOR JOB POSTING

- I. Title:** Developmental Disabilities Family Support Coordinator
- II. Reports to:** Developmental Disabilities Family Support Supervisor
- III. Job Objectives:**
- Support activities of the ATM Reimbursement Program (Access to Money), ASF (Autism Spectrum Fund), and CAPIS (Crisis, Assessment Prevention, Intervention Services) Program and assist Developmental Disabilities Family Support Supervisor (DDFS) as needed.
 - Coordinate monthly meetings with the Blue Renaissance group, Residential Support group and Lunch and Learn.
 - Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange**.
- IV. Qualifications:**
- High School Diploma.
 - Two (2) years' experience in related field, preferably with Developmental Disability Services System.
 - A family member with lived experience in the areas of developmental or mental health disabilities required.
 - Strong computer skills, including Microsoft Word and Excel required.
 - Effective written and oral communication skills.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of People with Developmental Disabilities (OPWDD) mandated criminal background check process.
 - Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
 - Bilingual in Spanish a plus.
- V. Responsibilities:**
- Interface with OPWDD CHOICES and Foothold to ensure rosters and program participant data is updated for DDFS and CAPIS programs.

ATM Reimbursement Program

- Coordinate all activities of the ATM Program.
- Provide ATM financial support and referrals to individuals with developmental disabilities and their families.
- Collaborate with other reimbursement programs as needed.
- Prepare quarterly reports and provide monthly data to DDFS Supervisor for reporting.
- Organize and maintain all program files/data bases.
- Log all information into the monthly reporting folder and the task folder.

Blue Renaissance

- Process new referrals and applications.
- Plan, coordinate, and facilitate group activities.
- Account for financial activities and transactions via internal financial procedures.
- Provide quarterly and monthly reports regarding program activities to DDFS Supervisor.

Lunch and Learn

- Assist supervisor in coordinating a monthly lunch and learn.
- Plan, coordinate and facilitate special guest speakers and guest lists.
- Ensure documentation takes place of all activities and sign in sheets.

Residential Support Group

- Assist supervisor in coordinating monthly residential support group.
- Ensure that all parties are contacted and record level of attendance.

CAPIS Program

- Assist in providing financial support and referrals to individuals with developmental disabilities and their families.
- Interface with CAPIS Consultants as needed.
- Maintain computer databases/files for CAPIS program.
- Assist with preparation of educational seminars and conferences.
- Attend all appropriate staff and community meetings representing CAPIS, the DD Family Support Programs and MHA.
- Assist in locating, assessing and compiling current and appropriate literature for education, training and service provision.
- Facilitate groups as identified and directed by DDFS Supervisor including Residential Forum and Lunch & Learn.
- Log all information into the monthly reporting folder and the task folder.

VI. Other Duties:

- In the spirit of teamwork, answer MHA's main office phone as needed.
- Participate in MHA's committees as work load permits.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Non-Exempt.
- Forty (40) hours per week (Evening and weekend hours are required).
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
Kelly Czvik
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczvik@mhaorangeny.com**