

POSITION AVAILABLE IMMEDIATELY

POSITION: Agency with Choice Program Coordinator – Full Time

The Arc of Chester County is a non-profit organization dedicated to advocate, educate and provides services to empower individuals with disabilities and their families to enhance the quality of their lives. Arc's employees value their work and are committed to providing quality services to help support individuals achieve their goals.

POSITION SUMMARY:

The Agency with Choice Program (AWC) is a service that makes it possible for people with Intellectual and Developmental Disabilities to self-direct the supports they need in order to remain at home or live independently in the community of their choice. The Program Coordinators are leaders in the AWC administrative team, and are responsible for assigned participants and the coordination of their individualized services.

1. Schedule and attend intake meetings and conduct orientation training for participants, managing employers, and employees as assigned.
2. Prepare documentation for ISP meeting and team meetings.
3. Attend annual ISP meetings and other team meetings as required and verify ISP accuracy once ISP has been updated.
4. Create, collect record and review progress notes and service notes for accuracy and completion, and submit for filing or corrective action.

REQUIREMENTS:

1. Minimum of Associate's degree, and at least 2 years working in customer service/ human services position.
2. Current and valid driver's license & driving record as per The Arc's Safety Policies and Procedures.
3. Ability to travel to multiple counties.
4. Strong organizational and time management skills.
5. Well-developed interpersonal, written and oral communication skills.
6. Ability to work independently, to set priorities and follow through on assignments.
7. Good computer skills with Microsoft Office applications.

For more information, please contact:

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