



## POSITION DESCRIPTION

### **Resource Coordinator** **Human Service Specialist III**

TITLE:	RESOURCE COORDINATOR
LOCATION:	Rockville or Silver Spring, MD
TYPE OF POSITION	Regular Full Time and Temporary Full Time
START DATE:	Immediately
END DATE:	None
SALARY:	\$37,024 annually
HOURS:	40 hours per week, 8:30 - 5:00 pm
TO APPLY:	Resume to: <a href="mailto:resume@athenaconsultingllc.com">resume@athenaconsultingllc.com</a>

## **EDUCATION/EXPERIENCE/REQUIRED SKILLS AND KNOWLEDGE**

### **Education:**

- A Bachelor's degree from an accredited four-year college or university.

### **Experience:**

- One year or more experience working with individuals with disabilities and their families.
- Criminal background check required.

### **JOB RESPONSIBILITIES:**

This position will be responsible for enrolling and maintaining individuals in the Developmental Disabilities Administration's Home and community based Waiver program. Responsibilities include:

- Assuring that the individual maintains their waiver slot by monitoring the eligibility Verification System on a quarterly basis and advocate with the State to secure waiver slots.



- Coordinate with MCPS, State Office for Developmental Disabilities, private not for profit agencies, local organizations and individuals with disabilities.
- Facilitate individual treatment meetings as needed.
- Develop annual individual plans. Once the plans are developed, monitor the services/goals.
  - Monitoring includes communicating with the Divisions of Eligibility Waiver Services (DEWS), Office of Health Care Quality (OHCQ), Developmental Disabilities Administration (DDA) and MD State Dept of Education (MSDE) and private providers
  - Visit the individual at a minimum quarterly, and having monthly contacts.
- Adding all individuals into databases, submitting monthly reports of all activity as it relates to new individuals who have a waiver slot to the State and completing monthly home/site visits.

To apply, please send your resume to: [resume@AthenaConsultingLLC.com](mailto:resume@AthenaConsultingLLC.com)