



# COUNTY OF LEBANON

## Job Announcement

Posting Date: March 15, 2024

<b>Position:</b>	Residential Services Coordinator
<b>Department:</b>	Renova Center 25 Metro Dive Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	Approx. 8:00AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	NU 13 (Non-union pay chart)
<b>Salary Range:</b>	\$1,624.3344 Bi-weekly
<b>Full-Time employee Benefits:</b>	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

➤ **A County of Lebanon Application must be submitted for consideration for this position. Resume is required.**

➤ **Applications will be accepted through OPEN.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

This position is responsible and accountable to ensure regulatory compliance in the development and implementation of services and interventions for individuals with intellectual disabilities. Oversees the continuity and quality of services provided to people with disabilities. Specific duties include but are not limited to: observes individuals, reviews data and progress and revises program based on individual need and performance; assists in completing resident intake process to include interview, assessment, visit, coordination, and evaluation of appropriateness for placement; organize and implement required consultation and interdisciplinary meetings; serves as liaison to school, adult training facilities, community resources, families, etc. Should be available by telephone within a reasonable response time 24/7. Responsible for conducting facility investigations of alleged abuse, neglect, right's violations, etc., in accordance with regulations.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Bachelor's Degree in human services, including but not limited to sociology, psychology, rehabilitation counseling or special education PLUS one (1) year experience working directly with individuals with disabilities. Knowledge of computers operations including Microsoft Excel, Word, and Windows. Ability to multi-task and meet deadlines. Must possess initiative and work well with others in a team-oriented environment. Ability to communicate effectively, both orally and written. Must possess a valid PA driver's license. Must receive clearances of all criminal background checks. Must successfully complete Certified Investigator training course.

### **Application and resume submission options:**

<b>Scan and email your application and resume directly to Human Resources:</b>	<b>Mail:</b> ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
Email: <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>	<b>Fax:</b> (717) 675-2668

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