

**ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD**  
**POSITION DESCRIPTION**

**POSITION TITLE: Rehab Supports Coordinator/RSC/CSW Supervision**

**FULL TIME POSITION: Adult Day Program**

**GENERAL PURPOSE OF THE JOB:**

Under general supervision of the Director of Day Services, the RSC is responsible for the active training and programming of person served under the Individual Rehabilitation and Supports Program.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

The RS Coordinator is responsible to assist the consumer/representative in developing an Individual Plan of Care (IPOC) to guide delivery of Rehabilitation Supports This includes:

1. Supervising/conducting and Individual IPOC (planning meeting), assessments and related activities based upon need of program participants.
  - a. Notifying all participants and parents/caregivers chosen by the consumer. Since the results of the planning process will guide the development of the IPOC, the consumer and individuals who know the consumer best should be involved.
2. Responsible for providing guidance, support, and technical assistance for CSW, CLTC and HASCI daily activities.
3. Coordinates and directs staff resources, training and schedules and all related documentation.
4. Assists with hiring, screening and/or selection of employees.
5. Responsible for monitoring the activities and performance of RS Specialist/DPS staff assigned to training plans, schedules, assessments, observing the interaction between consumer and RS Specialist(s)/DPS(s) during service delivery.
6. Ensures program documentation complies with Board policy and procedure and state licensing/program standards.
7. Conducting discussion with the consumer/representative.
8. Provides employee orientation and training as may be directed.
9. Coordinates services and resources with internal and external agency sources, departments and personnel.
10. Provides statistical reporting and evaluation data as directed through billing and consumer unit tracking.
11. Responsible for monthly Medicaid billing and documentation of Individual Rehab Supports.
12. Provides in-service trainings for employees as needed to support the ability to complete job functions.
13. Responsible for conducting monthly meetings to discuss progress, interventions and status of consumers and all other work related issues. Options and resources for assessments and IPOC implementation are presented.
14. Complete annual staff evaluations.
15. Maintains health, safety, and accountability of persons served at all times.
16. Provides compliance with Board and DSN policies, procedures, and standards.
17. Participates in daily supervisory floor monitoring of services as designated by the Director of Day Services.
18. Responsible for maintaining a neat and clean work/service environment which includes office and other common areas utilized by staff and participants during service period.
19. Other related duties as maybe directed by supervisory personnel.

**SKILLS AND ABILITIES:**

- Bachelor's Degree from an accredited college or university.
- Concentration in adult development services.
- Minimum of 5years experience working with persons with disabilities and special needs.
- Prior demonstrated experience in establishing community based resources.
- Valid SC driver license with good driving record.
- Ability to interact effectively with others.
- Ability to supervise employees and provide for a sound and effective work environment.
- Good initiative, motivation, organization skills, written and verbal communication skills.
- Experience and knowledge in providing mental and physical health related information and resources.
- Creative and innovative skills with the ability to express ideas in a clear and concise manner, both verbally and in written form.
- Ability to relate effectively with persons served, their families and others.
- Ability to work under supervision.

**Physical abilities required include:** Physical abilities required include: climbing, balancing, repetitive motion, stooping, bending, standing, walking, running, lifting, grasping, hearing, visual acuity, speaking, writing, pushing, pulling, crouching, crawling, reading, kneeling, reaching, turning, noise tolerance, tolerance and subjection to extreme temperatures, infection. These employees may be subject to verbal, physical or emotional assault by persons served and may be required to wear protective clothing. As a requirement of continued employment, these employees must be able to attend and complete in-service training as dictated by state, federal and Board regulation.

**COMPENSATION** – Salary, non-exempt from overtime.

**SUPERVISORY RELATIONSHIP** - Reports to Director of Day Services.

**ALL EMPLOYEES ARE EMPLOYEES AT-WILL AND ARE FREE TO LEAVE THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL. AS A CORRESPONDING RIGHT, THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD HAS THE SAME RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL.**

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**Human Resources**

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**Date**

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**Employee Signature**