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| <b>Job Title</b>        | Service Coordinator – IDD Authority Division  |
| <b>Employer/ Agency</b> | Texana Center   |
| <b>Job Description</b>  | Coordinate services for individuals with intellectual developmental disability, who receive services and supports through a state and/or Medicaid funded program. The Service Coordinator is required to comply with the standards of the applicable program: Intake, General Revenue, Community First Choice, Home and Community Based Services, Texas Home Living, Community Access or PASRR. Duties include: assessment, service planning, monitoring, and crisis prevention and management for assigned caseload of individuals. This position may perform additional activities required by the state to facilitate access, education and information, and compliance with applicable local, state and federal rules, regulations, standards and program guidelines. The Service Coordinator is responsible for providing Medicaid billable targeted case management activities in accordance with state and federal rules. The Service Coordinator is responsible and accountable for adherence to and promotion of Texana Compliance Policy. The Service Coordinator works under the supervision of a Team Leader/Supervisor, IDD Authority Services Division. |
| <b>Qualifications</b>   | <p><b>REQUIRED QUALIFICATIONS:</b> Bachelor degree in a social, behavioral, human services field, including but not limited to psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, gerontology, educational psychology, education and criminal justice.</p> <p><b>PREFERRED QUALIFICATIONS:</b> Bi-lingual, English and Spanish. 1 year experience working with individuals with intellectual developmental disabilities. Strong organizational and computer skills (Microsoft Office). Experience with client data base systems. Knowledge of state system of care of individuals with intellectual developmental disability services.</p>   |
| <b>Salary/Hours</b>     | Typical work hours are M-F, 8-5 with flexible hours/days as determined by participant needs.  |
| <b>Employer/Agency</b>  | Texana Center<br><a href="http://www.texanacenter.com">www.texanacenter.com</a>   |
| <b>Address</b>          | 4706 Airport, West Campus Service Center, Bldg. A   |
| <b>City, State, Zip</b> | Rosenberg, TX 77471   |
| <b>Contact Person</b>   | Sheri Talbot  |
| <b>Contact Title</b>    | Director of IDD Authority Services  |

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| <b>Telephone Number</b>   | 281-239-1349  |
| <b>Fax Number</b>         |   |
| <b>Email Address</b>      |   |
| <b>Application Method</b> | Apply online: <a href="https://www.texanacenter.com/jobs/">https://www.texanacenter.com/jobs/</a> |
| <b>Opening Date</b>       |   |

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