

Interim Service Coordinator Job Description

Minimum Qualifications: Bachelor's degree from an accredited university or college in an approved human services field such as social work, elementary education, special education, nursing, psychology, counseling, sociology, speech and language pathology or equivalent approved field of study or a Bachelor's degree in a non-related field with at least nine (9) college hours of related course work in the fields listed above. Be able to complete the required WV Birth to Three training hours to be credentialed as an Interim Service Coordinator. Valid driver's license & dependable transportation with minimum automobile liability insurance as established by the Board of Directors. Willingness to travel extensively throughout the region. The successful candidate must be self disciplined, highly motivated, submit to a background check, drug test, and be bondable.

Job Synopsis: Follow up on all child referrals, complete intakes and eligibility determination and assist in development of the child/family's Individualized Family Service Plan, as outlined by the WV State Birth to Three Program. The ISC will also assist with minor problem/complaint resolution, participate in staff development and ongoing training and perform any all duties incidental to the position.

Job Information: This position will cover Barbour, Preston and Taylor Counties. All interested applicants please send in a cover letter, resume and three professional references to Rachel T. Hamner, Program Director, 1200 Harrison Ave., Suite 220 Elkins, WV 26241, fax to 304-637-2845 or by e-mail rhamner@mountainheartwv.org Deadline for applications is May 31, 2018 by 5:00 pm. MountainHeart Community Services is an equal opportunity employer.