



ROGUE VALLEY COUNCIL OF GOVERNMENTS

SDS Service Coordinator / SDS Service Coordinator Lead

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking an SDS Service Coordinator or SDS Service Coordinator Lead in our Senior and Disability Services Department to provide, as assigned, ongoing care consultation and care coordination for RVCOG programs, which may include: Oregon Project Independence (OPI); OPI People with Disabilities (OPI PWD); Older Americans Act (OAA) Family Caregiver (FCG) support services; STAR-C; Coleman Care Transitions Interventions (CTI); Veterans Directed Home and Community-Based Services (VD-HCBS); and Aging and Disability Resource Connection (ADRC) services including Information and Referral/Assistance (I&A/R) and Person-Centered Options Counseling (PCOC). The SDS Service Coordinator Lead will also assist in the coordination of day-to-day SDS Service Coordinator job functions and provide technical assistance and consultation for staff.

Hours: Full-time, 40 hours per week, Monday through Friday.

Starting Salary:

SDS Service Coordinator: \$3,021.48 to \$3,310.58 per month, depending on experience and qualifications. The top of the salary range is \$4,346.87.

SDS Service Coordinator Lead: \$3,244.78 to 3,895.43 per month, depending on experience and qualifications. The top of the salary range is \$4,668.12.

Benefits: Holiday, vacation and sick pay; medical/dental/vision insurance available; employer-paid long-term disability, HRA contributions and 401(a) contributions after successful completion of six-month trial service.

THE PERSON

The ideal candidate will have knowledge of the theory and practice of social services delivery and the problems and issues confronting older adults, people with physical, intellectual, and developmental disabilities of all ages, veterans, and family caregivers. Candidates must also possess excellent verbal and written communication skills, strong planning, organizational, and computer skills, and the ability to work independently within the assigned area of responsibility and make competent decisions. The ability to work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people is required.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Bachelor's degree with major course work in social services; course work in geriatrics and gerontology preferred.
- **Experience:**
 - SDS Service Coordinator:** A minimum of 3 years of social services experience.
 - SDS Service Coordinator Lead:** A minimum of 4 years of progressively responsible social service experience.

- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

APPLICATION PROCESS

For application instructions, please see the Employment page at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. A candidate who meets the requirements for the SDS Services Coordinator Lead should indicate on his/her application and cover letter that he/she would like to be considered for the Lead role.

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

