



ROGUE VALLEY COUNCIL OF GOVERNMENTS

SDS Service Coordinator

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking an SDS Service Coordinator 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).

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

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

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:** A minimum of 3 years of social services 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 visit "How Do I – Apply for a Job" at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.

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.

