



## ROGUE VALLEY COUNCIL OF GOVERNMENTS

### Service Coordinator

*Senior & Disability Services (SDS)*

### Job Announcement



#### ABOUT THE POSITION

Rogue Valley Council of Governments is seeking two full-time Service Coordinators to provide, as assigned, ongoing care consultation and coordination for RVCOG Senior & Disability Services programs, which may include: Oregon Project Independence (OPI); Family Caregiver (FCG) support services; STAR-C; Veterans Directed Care (VDC); and Aging and Disability Resource Connection (ADRC) services including Information and Referral/Assistance (I&R/A) and Person-Centered Options Counseling (PCOC). Will also, as assigned, deliver similar services tailored to the needs of individual organizations and/or other present or future SDS programs.

#### SALARY

Placement on the salary range is based on each candidate's experience and qualifications. Employees are eligible for step increases after successful completion of a six-month trial service period and annually thereafter.

- **Hiring Salary Range:** \$21.98 to \$27.20 hourly
- **Terms:** Full-time - 40 hours, Monday-Friday/ non-exempt with great benefits

#### WE ARE LOOKING FOR WONDERFUL PEOPLE WHO HAVE:

- A passion for serving older adults, people with physical, intellectual and developmental disabilities of all ages, veterans and family caregivers
- An understanding of the challenges confronting these populations as well as the community resources available to benefit them
- Knowledge of the theory and practice of social services delivery
- Excellent communication, organizational, planning and computer skills
- The ability to work independently, make competent decisions, and work as an effective team member
- Demonstrated effectiveness at establishing and maintaining harmonious and cooperative working relationships with colleagues and a wide variety of people

#### APPLICATION PROCESS

These positions will remain open until filled; the positions will be filled as suitable candidates are identified. For application instructions, please visit "How Do I > Apply for a Job" at [www.rvcog.org](http://www.rvcog.org). A



cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*

## **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 or related field; course work in geriatrics and gerontology is preferred.
- **Experience:** A minimum of 3 years working in human services programs, preferably with seniors and people with disabilities.
- **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.

## **BENEFITS OF EMPLOYMENT**

### Upon hire or first of month following date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$25 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

### After 6-month trial service period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of \$125 per month
- Employer paid Life and Long-Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

### Special eligibility periods

- Employer paid Mercy Flights memberships
- Optional supplemental insurance such as short-term disability, critical illness, and more

### **WORKPLACE ACCOMMODATIONS NOTICE**

*Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.*

**RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT**

