**Job Description of Support coordinator**

**The Support Coordinator will:**

* Identifying team members based on the individual’s input and scheduling meetings of the planning team
* Notifying team members, preferably in writing, of planning team meetings within 5 working days
* Ensuring that copies of all current evaluations and assessments are available to the team members prior to the team meetings, if possible
* Actively participating in team meetings
* Coordinating meetings of the planning team as outlined in Section 8.3.1, when the individual has decided not to facilitate the meeting him/herself
* Developing and maintaining the individual service plan (ISP) with the participant, their family and other team member designated by the participant
* Writing the ISP in clear and understandable language based upon consensus reached during the team meeting
* Writing the PCPT as a result of the person centered planning process and by incorporating previously developed person centered planning documents (from schools, other States, family members, etc.)
* Distributing copies of the completed ISP (and upon consent from the individual/person responsible, the PCPT) to all team members and service providers within 3 working days from the date of SC Supervisor approval of the ISP, and ensuring that copies of the ISP are available in all settings where the individual receives services
* Ensuring that all data is entered into the iRecord
* Monitoring and reviewing the ISP
* Completing other assignments as determined by the planning team
* Ensuring the individual receives services to meet medical/functional needs (within the availability of funds for State funded services)

**Requirement:**

Bachelors degree or higher

1-year experience working with adults (21 or older) individuals with developmental disabilities

Proficient in Microsoft word, Excel

Ability to use a computer and schedule appointments

Ability to coordinate tasks and work with others