

Job Opportunity

October 1, 2021

Resident Service Coordinator/ Representative Payee

-- Full-time position, hours could include evenings and weekends as needed.

Reports to: SCL Program Leader

General Job Duties Include: Identifies needs of individuals that are currently not being met and links with appropriate community services. Guide consumer, families and referral sources through the intake process. Assesses individual's skills and needs using personal observation and evaluate needs for service resources. Link residents to supportive services. Plan, coordinate, and implement programs and functions and coordinate local, county, state, and federal services with residents in need of those services. Provide representative payee services for individuals who receive services through LifeWorks Community Services.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Strong attention to detail and money management skills required. The individual must complete child abuse, dependent adult abuse and criminal background screenings prior to employment.

Closing Date: Will remain open until filled