

MARION COUNTY
JOB DESCRIPTION

Job Title:	Disabilities Services Coordinator 11-9151	Department:	Public Health Department
Effective Date:	July 2018	FLSA Designation:	Exempt
HR Approved:	<i>Lisa Seddon</i>	Reports To:	Board of Supervisors via Public Health

POSITION STRUCTURE AND PURPOSE: This is a full time position. The Disabilities Services Coordinator works under the supervision of the Marion County Board of Supervisors with day-to-day oversight by the public health director. The DSC will serve Marion County in the CROSS region, working in concert with the CROSS CEO, who will take direction from the CROSS governing Board. The position provides social work with a heavy emphasis on care coordination for those served, technical assistance to the community, system building within the scope of issues of mental health, and supervision of local mental health staff. The local public health system provides the infrastructure and day-to-day departmental policies for the position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Job summary: Serves as the coordinator of Marion County residents in the Mental Health and Disability Service Region. “County Rural Offices of Social Services (CROSS)” Mental Health Region, was formed under Iowa Code Chapter 28E in compliance with Iowa Code 331.390. Employee will follow the CROSS Management Plan in compliance with IAC 441-25. Employee is an employee of Marion County Public Health Department, employee of record is Marion County. This position requires substantial travel within Marion County and in the service area.

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 1) Carry out the vision to become a trauma-informed, multi-occurring capable regional system, working in partnership with regional partners and the individuals and families served.
- 2) Administer regional plan for Marion County and the service area as needed.
- 3) Supervise staff

- 4) Process applications for eligibility including determination of residency, diagnosis, service need, and financial status.
- 5) Refer individuals with disabilities to apply for appropriate programs and services including, but not limited to, Medicaid, HCBS Waiver services, Social Security, core and core-plus services (as defined in Iowa Code section 331.397).
- 6) Coordinate with other entities including the court system, law enforcement, schools, case managers, service providers, Integrated Health Homes, mental health advocate, or family/legal representatives.
- 7) Educate, inform, and engage county elected officials and community on disability issues and their impact on local residents.
- 8) Data entry through cloud-based data systems, including Community Services Network (CSN) and others as required.
- 9) Work within the budget allocations, in collaboration with the Marion County fiscal contact and the CROSS regional fiscal contact.
- 10) Participate in CROSS regional meetings for planning, program development, service coordination, and other purposes as needed to contribute to a well-functioning mental health region.
- 11) Provide community and provider education and engagement.
- 12) Follow all local, regional, state, and federal policies.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Knowledge and abilities:

- 1) Knowledge of mental disabilities, diagnosis, and treatments.
- 2) Knowledge and experience with whole person care coordination, specifically as it applies to connections between mental health, physical health, disabilities and social determinants of health.
- 3) Knowledge of available services for above.
- 4) Knowledge and understanding of the service system, it's components, and the ability to navigate said system.
- 5) General knowledge of Medicaid-funded programs, including core and core-plus services, disability resources, and natural supports.
- 6) Advanced knowledge of spelling, punctuation, grammar and arithmetic, with ability to professionally write reports.
- 7) Advanced knowledge of computer operation including desktop publishing, database maintenance, word-processing and Internet functions.
- 8) Ability to operate usual business machines.
- 9) Ability to recognize the needs and concerns of people and maintain constructive working relationships with them.
- 10) Ability to handle telephone and in-person requests calmly, adequately, and in a manner that will preserve good public relations.

- 11) Well organized with the ability to work independently as well as interdependently.

Qualifications:

- 1) Bachelors or higher degree in human services-related or administrative-related field or Registered Nurse licensed in the State of Iowa with at least 2 years of experience with the population served. In lieu of a degree in administration, a coordinator may provide documentation of relevant management experience as per IC 331.390 (3)b and IAC 441-25.12(2)e.
- 2) Motor vehicle operator's license with minimum insurance coverage specified in policies. Must have reliable transportation.
- 3) Ability to pass post offer-pre-employment physical exam including TB test at entry and as indicated per policy.
- 4) Physical capabilities: Ability to use fingers and hands in grasping small object, operate standard office equipment such as calculator, telephone, computer, fax, copy machine; move arms, torso, and legs in operating a motor vehicle; pushing or pulling; climbing stairs; bending or stooping; requires close vision (20" or less) to see documents and forms for processing and depth perception 20 feet or more for driving requirements; and occasional lifting up to 20 lbs.
- 5) Personal Characteristics: Work ethic, personality, and appearance appropriate for level of responsibility indicated. Personality which shows aptness in establishing and maintaining effective working relationships with stakeholders with a wide variety of personal attributes. Stakeholders will include clients served, providers, regional staff, representatives of other agencies of government, and others. Must be able to present problems and express self well before groups and individuals.

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Fluent in the English language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use interpretation software as required.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs.

Cognitive Demands

Ability to apply common sense understanding to carry out and direct instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Ability to work in fast paced, demanding, work environment with people of all temperaments and skill levels.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, talking, hearing, stooping, crouching, smelling, lifting, holding, and carrying variety of people and objects, including boxes and equipment, occasionally up to 30 pounds, regularly up to 10 pounds. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with driving and clinical operations including clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens, documents; peripheral vision, and depth perception to be able to drive in all types of weather, judge distances, and spatial relationships. Uses eye/hand/foot coordination, hand and finger dexterity/fine motor skills, hearing and conversation skills.

Environmental Adaptability

Work is typically performed in a home and/or office environment and has no anticipated unusual exposure to environmental issues. Will make home visits, and may encounter a wide variety of lifestyles and levels of cleanliness. Travel is required in all kinds of weather.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans

with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

MARION COUNTY

APPLICATION FOR EMPLOYMENT

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name	First	Middle
Street Address	Are you at least 18 years of age? Yes _____ No _____	
City/Town	State	Zip Code: _____
Position you are applying for: (Maximum of 2) 1. 2.		Do you have a legal right to work in the United State full-time? Yes _____ No _____
		Telephone Number(s) () ()
		Date Available:
		Email Address:
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:	Position	Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
May we contact your current employer? Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform this job:

Were you in the Military? Yes _____ No _____ Branch: _____

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: _____

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes _____ No _____

If yes, please explain: _____

Note: A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes _____ No _____

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes _____ No _____

Can you perform the requirement of this job with or without reasonable accommodations? Yes _____ No _____

If the job requires, do you have the appropriate valid driver's license? Yes _____ No _____

DL#: _____ Type: _____ State of License _____

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) _____ Date: (if different than below) _____

I understand:

That completing this application does not constitute an offer of employment.

That in connection with the application process, Marion County may conduct a background investigation and request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I understand that such investigation may also include, but is not limited to, any criminal records and motor vehicle driving records. I have read Marion County's Applicant Background Checks and Employee Investigation Policy, which I fully understand and which indicates that if Marion County utilizes the services of a consumer reporting agency, the Company follows the provisions of the Fair Credit Reporting Act and will provide a notice to the applicant and request a separate Release of Information form from the applicant.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.

That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

Smoking Ban Notice:

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all Company grounds and in all Company facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I understand that with the exception of any credit or investigative reports received under the Fair Credit Reporting Act, all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

Signature of Applicant:

Date:

NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.

Marion County

CONFIDENTIAL INFORMATION

Not for Interview Purposes – To Be Filled Separately From Application

Date: _____

Position(s) applied for: _____

Referral Source:

Advertisement Employee Relative Walk-in School
 Government Employment Agency Private Employment Agency

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant survey. Your cooperation is appreciated.

Please be advised that your survey is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

(Please Check One)

1. American Indian or Alaskan Native: persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

2. White, not of Hispanic Origin: persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

3. Black, not of Hispanic Origin: persons having origins in any of the Black racial groups of Africa.

4. Asian, or Pacific Islander: persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

5. Hispanic: persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

6. Other: (please specify) _____

Male Female Age

SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:

Government contractors subject to the Vietnam Era Veterans, Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam war, and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodations. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

IF YOU SO WISH TO BE IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE.

Vietnam War Veteran Disabled Veteran Handicapped Individual