Summary of Position: The Developmental Disability Resource Center (DDRC) Coordinator is responsible for coordinating all aspects of the DDRC grant/program for the organization including quarterly grant reports and annual grant application. Act as the point person for other employees who work under the DDRC grant for training by providing ongoing training, technical assistance, and oversight of program tracking. Assist seniors and people experiencing disabilities understand options for, and access to, long-term services and supports. This includes help accessing Medicaid Waiver supports through both the DDRC and Aging and Disability Resource Center (ADRC) programs. Using a person-centered approach, staff will meet with individuals and their families to explore all aspects of an individual’s current life situation and what benefits, resources and services are available to this individual. This position will serve individuals and families throughout Southeast Alaska.

Responsibilities & Duties:
- Coordinate DDRC services throughout the agency as well as collaborate with partners across the region.
- Provide information & referral individually or in group settings to people who have disabilities, seniors, family members, other agencies, etc.
- Utilize the Person Center Intake process to screen and assess individuals to determine eligibility for all state Medicaid Waivers.
- Assist individuals and their families with the developmental disability eligibility process and placement on the Developmental Disability Registry.
- Provide options counseling for other long term services and supports.
- Provide one-on-one supportive counseling and short term service coordination as needed to ensure successful linkage to needed services, to include transition from institutional care to home environment.
- Provide follow-up with individual and/or family members to ensure needed services are in place or to provide additional options counseling as necessary.
- Enter data accurately into a data management system.
- Assist with development of forms and tracking documents.
- Promote & publicize the ADRC and DDRC programs of SAIL.
- Complete grant renewal application and quarterly reporting for the DDRC grant in a timely and thorough manner.
- Actively advocate for services and supports for people with developmental disabilities across Southeast Alaska.
- Assist Individuals access DD Mini Grants and other financial resources when available.
- Participate in agency wide fundraising.
- Carry out other assignments as required.

Skills & Experience Required:
- Bachelor’s Degree and one year of experience providing direct human services.
OR – two years relevant college level courses and two years of experience providing direct human services.
- Embraces the Independent Living Philosophy.
- Serves as a role model for consumers of independent living.
- Ability to work independently and as a team.
- Ability to read and comprehend lengthy and complicated medical documents for the purpose of identifying key markers as it relates to program eligibility.
- Strong, professional written communication.
- Ability to work under pressure and meet tight deadlines.
- Expertise with personal computers, including data base management.

Preferable, but not required skills & experience:
- Experience providing services to seniors and/or people with disabilities.
- Thorough understanding of human services delivery system, including human services systems commonly used by people with disabilities and seniors, and other social service resources as well as state and federal benefits programs.
- Knowledge of rural Alaska lifestyle and challenges.
- Knowledge of Native Alaskan Cultures and traditional values.
- Personal experience with a disability and/or the independent living movement.
- Knowledge and experience working in the behavioral health field.

Core Competencies:
- Ability to be flexible.
- Ability to communicate and work well with a variety of individuals.
- Ability to problem solve situations as they arise.
- Detail oriented.
- Ability to prioritize work when given competing demands.
- Sense of humor in a variety of situations.

Work environment: SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

NOTES: This position is eligible for a flexible work schedule. This position may include travel around Alaska and outside of the state at times. Southeast Alaska Independent Living (SAIL) is an at-will employer. Disclaimer: This Position Description reflects the best efforts of SAIL to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Employee Signature: ________________________________ Date: __________