



# JOIN OUR TEAM

## BE A COORDINATOR OF COMMUNITY SERVICES



### ABOUT THE POSITION

At Total Care Services, Inc. (TCS), our Coordinators of Community Services (CCS) help people of all ages with intellectual and developmental disabilities (IDD) gain access to important community resources such as health, social, education, or employment services. Our Coordinators provide person-centered planning, targeted case management (TCM), and support for self-direction of services; conducting face-to-face visits, team meetings, and telephone monitoring to support and empower the people and families we serve.

#### POSITION TITLE

Coordinator of Community Services (CCS)

#### SALARY

Annual Salary of \$60,000

#### START DATE

We are hiring and onboarding new CCS on an ongoing basis.

### QUALIFICATIONS

- Bachelor's degree in a human services field, such as psychology, social work, sociology, counseling, nursing, criminal justice, etc.
- Ideal candidate has one (1) to three (3) years of case management experience; internship experience may also be considered.
- Must be a licensed driver with a good driving record, reliable transportation, and valid insurance.
- Must provide proof of COVID-19 vaccination prior to employment. TCS adheres to all federal, state, and local regulations.

### POSITION HIGHLIGHTS

#### CARE COORDINATION

Partner with the person supported to:

- Identify, share, and connect them with resources in their community that promote their interests and independence.
- Create and monitor a Person-Centered Plan (PCP) reflective of their strengths, needs, dignity, personal goals, choices, and values.
- Coordinate services and supports; assist with problem solving as needed.

#### BILLABLE POSITION

This position requires daily entry of billable care coordination documentation: 30 billable units per day/150 units per week, excluding observed holidays and paid time off. Experience with a billing system for case management, such as LTSSMaryland, is a plus.

#### CASELOAD SIZE

At TCS, Coordinators of Community Services carry a caseload of 30 - 40 people ranging in age from children to older adults.

#### FLEXIBLE ENVIRONMENT

Work from your home office - this hybrid position is primarily remote and community-based. We provide the tools you need for success in your role, including: laptop, printer, cell phone & mileage reimbursement.

### BENEFITS

**Love what you do.** We're always on the lookout for people who share our passion for helping others. Here's what's in it for you:



#### Make a Difference.

Start where you are. We help people right in our own communities.



#### We'd make a great team.

We're powered by people who respect, support, and celebrate each other.



#### Grow with us.

We provide continuous training and opportunities for professional growth throughout the company.



#### Build your nest.

We offer competitive salaries, quarterly performance-based bonuses, and 401K.



#### Get the benefits you need.

We offer paid time off, health, vision, & dental insurance plus Employee Assistance.

**Interested? Visit [www.totalcare1.org/make-a-difference/careers/](http://www.totalcare1.org/make-a-difference/careers/) to apply.**

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