

# LINN COUNTY CLASSIFICATION

**TITLE: DEVELOPMENTAL DISABILITIES SPECIALTY COORDINATOR 1**  
**NUMBER: 753** **APPROVAL ORDER NUMBER: 2024-262**  
**PAY RANGE: 13** **DATE: JULY 23, 2024**  
**CATEGORY: SEIU**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of advanced paraprofessional services including conducting assessments and referrals. Increase equitable access to support and resources. Educate the community on services available and consumer rights.

SUPERVISION RECEIVED: Works under the general supervision of a Manager or an employee in a higher classification. Work is reviewed for effectiveness and adherence to prescribed standards. As expertise is demonstrated, greater independence of action is encouraged.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of a person in this position. A person in this classification will typically assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist the Community Developmental Disabilities Program Manager (CDDP) and Oregon Office of Developmental Disabilities Services (ODDS), when appropriate, in the identification of existing and insufficient service delivery, training, rule compliance, resources or options.
2. Act as the liaison between the County and Department in outlined area of program expertise.
3. Be dependable, focused, and able to collaborate effectively as a team.
4. Ensure program compliance with Medicaid law.
5. Complete core competency training and technical assistance as required.
6. Maintain harmonious, professional relationships with others by treating individuals, families, partners, vendors and coworkers with respect.
7. Works with individuals and families from diverse backgrounds. Language access support including but not limited to translation, interpretation, cultural agility and other language access supports are a component of service.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

If working as an Eligibility Specialist, Designated Referral Coordinator (DRC), Oregon Needs Assessor (ONA) or Protective Service Screener, employee must also possess the capability to perform the following duties:

Eligibility Specialist:

1. Determine presumptive, initial and redetermination of Intellectual and Developmental Disabilities Services (I/DD) eligibility per Oregon Administration Rules (OAR).
2. Act as a community liaison to inform/educate community on eligibility for I/DD services.
3. Provide referral to individuals regardless of eligibility status to appropriate community resources.
4. Interpret, apply and explain department policy and OARs to internal staff, consumers, stakeholders and advocates as they relate to eligibility and contested case hearing rights and procedures.
5. Develop and track data and reports that align with the agency's need for improvement and identify trends in eligibility and contested case hearings.
6. Provide witness testimony as a subject matter expert (SME) while working collaboratively with the Department Hearing Representative on disputed eligibility determination contested case hearings.
7. Provide choice counseling to individuals eligible for services.

Designated Referral Coordinator:

1. Assist with coordination of the activities related to the entry of an individual into a residential setting.
2. Assist providers to maintain their inventory of available residences using the vacancy tool provided by the Department and providing technical assistance to providers on using the vacancy tool when needed.
3. Make information about residential setting options available to an individual and/ or the individual's legal or designated representative who is looking for a residential setting.
4. Support Case Managers to identify local and statewide residential setting options.
5. Assist providers, within the county, to assess referrals the provider receives for goodness of fit.
6. Provide appropriate referral to community members regarding available community resources.

**Oregon Needs Assessor:**

1. Conduct Oregon Needs Assessments assuring an individual's strengths, preferences, risks and support needs are identified to inform the development of an Individual Service Plan (ISP); provide access to services paid by the Department to eligible individuals with assessed needs and provide services to eligible individuals at an appropriate service level based on the Department's assessment of the individuals functional support needs.
2. Ability to research, collect, and analyze documents needed to conduct assessment.
3. Conducts interviews with respondents utilizing person-centered practices, trauma informed, and strength-based techniques.
4. Compares information gathered from document review, respondent interviews, and face-to-face observation while maintaining assessment fidelity.
5. Submits completed assessment into state system.

**Protective Service Screener:**

1. Conduct duties that may include assurance of health and safety, protective service coordination and abuse investigation screening activity; participate in internal and external planning and training; represent Department in planning and program meetings, activities and consultations concerning services provided and the quality of those services.
2. Skill, experience and ability to analyze complex circumstances, reach critical conclusions and develop plans for future improvement. Works closely with Service Coordinators to reciprocally communicate around providers, consumer concerns and outcomes.
3. Skills, experience and ability to initiate and complete technically and grammatically sound written reports and documents; interpret and apply Oregon Administrative Rules, Oregon Revised Statutes, and state and county policies/practices as they relate to the conduct of regulatory oversight activities including investigation of abuse complaints.
4. Ensures administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of all Protected Health information.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Ability to read, interpret and follow Oregon Administrative Rules Oregon Revised Statutes and local policies and procedures. Ability to develop and maintain professional working relationships with department staff, community members and partners. Ability to gather information and apply critical thinking skills to reduce barriers to service. Ability to effectively communicate in person and in writing. Ability to effectively organize and prioritize work tasks. Display flexibility and adaptability. Ability to conduct assessments, document interactions and write clear person-centered plans. Ability to work in an electronic health record. Ability to provide person-centered services in a standardized system. Demonstrate basic cultural competency skills. Be able to attend work regularly.

**EXPERIENCE, EDUCATION AND TRAINING:** Associates Degree in behavioral science, social science or closely related field with two years of human services experience or three years of relevant human services related experience; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be able to pass a criminal history check, not be on the Centers for Medicare and Medicaid Services (CMS) disqualified list and be free from unsubstantiated abuse reports. Staff may be expected to play an active role in the event of an emergency which may include changes in the scope of position responsibilities and working hours.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed in an office environment under usual office working conditions. Work involves traveling all over Linn County including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Within the office, typical office environment noise levels exist with some telephones, personal interruptions and background noise. In the performance of job duties, the employee is required to remain in a stationary position most of the time and occasionally move to access and use office machinery or engage with other County employees and members of the public. Position requires regularly attending meetings for prolonged periods of time and frequently communicating with County employees and members of the public to exchange information. Position requires interacting and accommodating individuals experiencing communication barriers and behavioral support needs. Must occasionally lift and/or move up to fifteen (15) pounds. Manual dexterity and coordination are required while operating equipment including, but not limited to, phone system and personal computer including word processing, spreadsheets and data base software; computerized record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment. Position requires the ability to operate a motor vehicle in order to travel between offices and in the community. Some out of County and overnight travel may be required for training. May be required to flex schedule in order to accommodate community members and complete work.