



Intellectual/Developmental Disabilities Services Coordinator – Jefferson County/BestCare I/DD Program – Madras, Oregon

BestCare Treatment Services is recruiting for an Intellectual/Developmental Disabilities Services Coordinator. This is a *full-time regular position* that includes FOUR WEEKS of paid time off, NINE recognized holidays, a retirement account option, competitive pay and an excellent benefits package.

Job Summary: The Intellectual/Developmental Disabilities Services Coordinator works under the general direction of the I/DD Program Manager, providing coordination of services for persons experiencing intellectual or developmental disabilities. Services Coordinators provide information and referral services to program participants and families, and develop new local resources to address the needs of program participants and families. Services Coordinators also coordinate services with other local and statewide agencies and providers. This position requires frequent contact with the public and works with individuals and family members who may be in crisis or extreme distress. Situations that may arise in this position may require novel and innovative responses. Most situations require knowledge of the Oregon system of care for persons experiencing intellectual or developmental disabilities. This position requires frequent contact with local helping agencies. Successful Service Coordinators are frequently self-starters, require little direct supervision, and are people oriented

Title: Intellectual/Developmental Disabilities Services Coordinator

Program: Jefferson County/Bestcare I/DD Program

Program Location: Madras

Supervisor: ID/DD Program Manager

Employment Status: Full Time

FLSA Classification: Non-Exempt

Employees Supervised: None

Language: Bi-Lingual Spanish/English strongly preferred

Education: Bachelor's degree in behavioral science, social science or a closely related field; or a bachelor's degree in any field and one year of human services related experience; or an associate's

degree in behavioral science, social science or a closely related field and two years of human services related experience; or three years of human services related experience.

Licenses or Certificates: Valid Oregon Driver's License with acceptable driving record.

For more information, please visit our company website at bestcaretreatment.org. To apply, please send cover letter, resume and three professional references to careers@bestcaretreatment.org. Please also include a completed employment application found on the employment opportunities page of our company website.