

Support Coordinator Senior

Announcement Number	26-22	Job Code	T3200
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Employment Type	Full-Time
Job Location	Region IV Community Services 400 Interstate Park Drive, Suite 401 Montgomery, AL 36109
Salary/Pay Rate	Range 74 (\$45,556.80- \$76,166.40 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	04/24/2026
Close Date	Until Filled

Minimum Qualifications

Master's degree in a human services field.

24 months or more experience in the provision of case management services to individuals with intellectual and/or developmental disabilities.

OR

Bachelor's degree in a human services field.

48 months or more experience performing duties as indicated above.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

Key Responsibilities

- Performs assessments to determine supports needed for persons interested in self-directed services.
- Provides case management services to individuals with ID/D.
- Serves as an advocate for individuals with ID/D.
- Provides support to individuals, their families, guardians, and significant others to make life decisions that lead to independence and interdependence.
- Serves as team leader of the Interdisciplinary Team.
- Educates person, guardian, or family members about self-directed services including an understanding of the financial management system (FMS), establishing a budget, and employee of record process.
- Ensures the development, implementation, monitoring, evaluation, and modification of the person-centered plan (PCP) for desired outcomes and developing the plan of care.
- Assists persons identified as having behavioral concerns requiring behavioral support plans and special-level staffing.
- Ensures that behavioral support plans are updated and reflect the person's current level of need and submits requests for special-level staffing.
- Inspires action, participation, and engagement; while promoting a culture of inclusion, diversity, and community.
- Works with the Housing Coordinator position in the Regional Office to identify the housing needs of those served to advise and support building housing capacity.
- Educates person and family members about guardianship or coordinating guardianship procedures for adult individuals when a need is identified.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of the conditions and functional limitations of the target populations served.
- Knowledge of community alternatives for serving the full range of long-term care resources.
- Knowledge of Medicare, Medicaid, and HIPAA (Health Insurance Portability & Accountability Act) laws.
- Knowledge and/or understanding of state statutes and regulations.
- Knowledge of and ability to utilize appropriate conflict resolution skills.
- Knowledge of self-directed services and ability to assess the person/family's ability to utilize the services.
- Knowledge of the behavioral sciences and allied disciplines involved in the evaluation, care, and training of individuals with intellectual and/or developmental disabilities.
- Knowledge of person-centered planning concepts.
- Ability to provide support coordination through a person-centered perspective.
- Ability to manage complex and challenging situations that arise as part of the person care process.
- Ability to proficiently analyze different models of assessment, prevention, intervention, evaluation, and documentation.
- Ability to independently access information and resources.
- Ability to communicate effectively orally and in writing.
- Ability to adapt to change and act as an agent of change.
- Ability to apply discretion while maintaining confidentiality in relationships with colleagues and management.
- Ability to exhibit high levels of customer service, professionalism, and service-oriented relationships with various external and internal stakeholders via an understanding of ethics and boundaries.
- Ability to collaborate with internal and external staff to build capacity in the community with housing.
- Ability to educate person and/or family members about guardianship.

Necessary Special Requirements

- Must have a valid driver's license to operate a vehicle in the State of Alabama.
- Moderate daytime travel within Region IV and occasional overnight travel is required.

Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).

Method of Selection

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

Only work experience detailed on the application will be considered.

Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

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