



8896 Tara Blvd. Suite 500  
Jonesboro, GA 30236

<b>Position:</b>	Case Coordinator
<b>Line of Service:</b>	Homecare Svcs./Developmental Disabilities Department
<b>Location:</b>	Jonesboro, GA
<b>Travel Requirements:</b>	20-30% local travel (Transportation provided)
<b>Position Type:</b>	Full Time

#### CSS Overview:

CSS Healthcare Services is an organization that provides Personal Care and Support, Skilled Nursing, and Community-based healthcare services. The agency is licensed by the State of Georgia to provide community based healthcare services for the young, the elderly and those with developmental disabilities. Services are rendered by Direct Support Professionals (DSP), Certified Nursing Assistants (CNA), and Licensed Practical Nurses who are supervised by experienced Registered Nurses and other support professionals.

#### Job Description:

The Position of Case Coordinator is primarily responsible for providing individualized attention to each developmentally disabled consumer's person-centered goals, and to help each consumer achieve the highest possible developmental functioning level. The Case Coordinator will provide the oversight and monitoring required to maintain best-practices and compliance with program guidelines. The job requires close supervision of services rendered in consumers' homes or in Community Residential Alternatives such as Group Homes and Host Homes by DSPs and/or CNAs.

## Position Requirements:

### Required skills

- Minimum of 1 year experience working in developmental disability services.
- Minimum of 1 year working in an administrative office position.
- Bachelor's degree in Social Work, Psychology, Counseling, Healthcare Management, Business, Human Services, or related field from a four-year college or university.
- Strong customer service and problem solving skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Proficiency in Microsoft Office Professional, Outlook, and Web based systems.
- Positive, upbeat attitude.
- Accurate file keeping.
- Accurate data entry and ability to meet report deadlines.

### Preferred skills

- Master's degree is an advantage, but not required.
- Proven ability to adhere to detailed and specific policies.

## To Apply:

Email resume and cover letter to [jobs@csshealthcare.com](mailto:jobs@csshealthcare.com)