



SERVICE COORDINATOR

SALARY: \$32,070

CLOSING DATE: Friday, May 9, 2008

THE POSITION:

Assists and enables Part C eligible children and their families to receive the rights, procedural safeguards, and services that are authorized under Part C of IDEA. Coordination of screenings, intake, evaluation, and referral/support services are primary duties.

REQUIREMENTS FOR THE POSITION:

- ... Bachelor's Degree in a Human Services field required. Highest Standard certification preferred.
- ... Experience in service coordination/case management required.
- ... Excellent oral and written communication skills required.
- ... Experience working with children or adults with disabilities preferred.
- ... Valid Virginia Driver's License and must be insurable under The Arc's auto insurance.

HOW TO APPLY:

Applications may be obtained from The Arc of the Virginia Peninsula, 2520 58th Street, Hampton, VA 23661 or from our website at www.arcva.org. Completed applications must be received by 4:30 p.m. on the closing date. EEO/AA

NECESSARY FOR EMPLOYMENT:

All employees hired with The Arc will be required to provide Personnel with proof of identity and eligibility for employment in the United States. Criminal history check and pre-placement drug testing are required for all positions.

For classified positions we offer the following benefits: Pre-Tax Health/Dental Insurance, Life Insurance, Retirement, Annual Leave, Holidays, Short and Long Term Disability, Tuition Reimbursement.

NOTE: PLEASE DO NOT APPLY IF YOU DO NOT MEET THE QUALIFICATIONS STATED ABOVE.