

Service Coordinator / Child & Family Connections

DayOne PACT is a non-profit human service agency who is committed to assisting individuals with disabilities live engaged and meaningful lives through independent service coordination. We were founded in 1981 by a group of families and professionals to act as a liaison on behalf of the family member and currently serve nearly 6,000 people of all ages in its three divisions.

Child & Family Connections (CFC) serves children from birth through 36 months of age who have developmental delays or disabilities. Community Services (CS) serves individuals age three through geriatrics who have developmental disabilities. Life Management Services (LMS) provides guardianship, special needs trust administration, and intensive case management. While CFC and CS primarily operate in DuPage County (Lisle office), and Kane and Kendall Counties (Geneva office), LMS has no geographic or disability restrictions.

We are looking for a **Full-Time Service Coordinator** for our Child & Family Connections (CFC) Division. The Service Coordinator will travel locally approximately 50% of their time.

The **Service Coordinator** assists children from birth to 36 months with developmental disabilities or delays and their families to access state funded programs and services. Primary responsibilities for case management include, but are not limited to the following:

- Facilitating the determination of eligibility to services
- Conducting face-to-face meetings to review Individualized Family Service Plans
- Coordinating, facilitating, and linking families to community providers and resources
- Transitioning children into alternative services after age three

Candidates must possess, at minimum, a Bachelor of Arts/Science Degree from an accredited college in a human services field, including, but not limited to sociology, early childhood education, counseling, or psychology. Experience working with children having developmental disabilities through past employment or an internship/trainee program is a plus. Fluency in a second language a definite plus. Strong communication and interpersonal skills including listening, problem solving, writing, and verbalizing, as well as good organizational skills are needed. Additionally, you must have a current Illinois driver's license in good standing and current auto insurance.

It is the policy of DayOne PACT to provide equal opportunity in employment to all employees and applicants for employment without regard to race, color, national origin, ancestry, religion, pregnancy status, age, gender, sexual orientation, gender identity, domestic partner status, physical or mental disability (including persons infected with HIV or persons with AIDS), military status, genetic information, or any other status protected by applicable federal, state and local law.

Please submit resumes to resumes@dayonepact.org

No phone calls please. All resumes will be accepted via email only.

DayOne PACT is an EEO employer.