



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Family Supports Coordinator	
POSTING DATE	DEADLINE DATE
February 4, 2020	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Kaleidoscope I/DD Program Chickamauga, GA	
GENERAL NATURE OF JOB DUTIES	
<p>Under general to limited supervision, provides a broad range of services to individuals and their families through developing relationships with Special Education Directors and Parent Mentors in each of the four county service area (Catoosa, Chattooga, Dade, and Walker). Represents the agency at local community events (that may take place outside normal work hours). Attends IEP meetings as requested and assists families with completion of the Family Supports and other requires DBHDD applications for services. Provides families with updated information on the services and any changes etc. as needed. Facilitates Individualized Family Support Plan (IFSP) meetings, completes necessary documentation, and follows up as necessary prior to and following those meetings. Provides timely documentation to families and those in services. Works with the DBHDD Family Supports region coordinators from other agencies to coordinate services etc. as needed. Primary work hours are 8:00 to 4:30 Monday through Friday, however, due to the nature of the position a flexible schedule is a must.</p>	
MINIMUM QUALIFICATIONS	
<p>High School Diploma or GED, at least 21 years of age with three years good driving history AND ability to work independently, under specified deadlines, ability to multi task and also work a flexible schedule are a must. Good written and verbal communication skills are also required for this position.</p> <p>Preferred Qualifications: Facilitation Background and/or previous employment working with Intellectual and/or Developmental Disabilities</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</i></p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**

