



JOB DESCRIPTION: **SUPPORT COORDINATOR**

Join Our Team as a Support Coordinator with Navigation Support Coordination!

Are you passionate about making a difference in the lives of adults with developmental disabilities? If so, we have the perfect opportunity for you!

- **Position:** Support Coordinator
- **Location:** Ocean County, NJ (Preference given to residents)
- **Type:** Part-Time (with potential to transition to Full-Time)
- **Work Environment:** Primarily work-from-home, with some travel for quarterly in-person visits with the individuals we serve in Ocean, Monmouth, and Mercer County.

About Navigation Support Coordination

At Navigation Support Coordination, we are dedicated to empowering individuals with developmental disabilities to lead fulfilling lives within their communities. Our team collaborates closely with individuals and their families to navigate resources, develop personalized plans, and ensure access to essential services.

Role Overview

As a Support Coordinator, you will:

- **Develop and update Individualized Service Plans (ISPs) & Person Centered Planning Tools (PCPT):** Collaborate with individuals and their families to create tailored plans that address their unique needs and aspirations.
- **Coordinate Services:** Assist individuals in accessing medical, social, educational, and other necessary services to promote their well-being and integration into the community.
- **Monitor Progress:** Complete monthly monitoring tools. Quarterly in-person monitoring tools, and regularly review and adjust ISPs to ensure services are effectively meeting the individual's goals and needs.

Key Responsibilities

- Conduct comprehensive assessments to identify individual needs and service gaps.
- Facilitate planning meetings with individuals and their support teams.
- Research and connect individuals to appropriate service providers and community resources.
- Maintain ongoing communication with individuals, families, and service providers to ensure satisfaction and address any concerns.
- Drive to conduct in-person quarterly (or as needed) visits with individuals in their homes or community settings.



Qualifications

- Education: Bachelor's degree in any field, human service field is preferred.
- Experience: Demonstrated experience working with adults with developmental disabilities. This can include paid positions, volunteer work, or personal experience as a family member.

Skills:

- Strong organizational and communication abilities.
- Compassionate and empathetic approach to supporting individuals.
- Ability to work independently in a remote setting while staying engaged with a team.
- Comfortable with local travel for in-person visits & staff-meetings.

Why Join Navigation Support Coordination?

- **Flexible Work Environment:** Enjoy the benefits of working from home while making meaningful community connections.
- **Growth Opportunities:** Start part-time with the potential to transition to a full-time role as our services expand.
- **Impactful Work:** Play a crucial role in enhancing the quality of life for individuals with developmental disabilities.

How to Apply

Please send your resume and a brief cover letter detailing your experience and passion for this role to Chelsea@NavigationSC.com. Applications will be reviewed on a rolling basis until the position is filled.

Note: Candidates residing in Ocean County, NJ, are strongly preferred to better serve our community at this time.