

# COMMUNITIES ACTIVELY LIVING INDEPENDENT and FREE

## POSITION DESCRIPTION

**JOB TITLE:** **Service Coordinator Generalist**  
Non-exempt employee

**LOCATION:** 634 South Spring St., 2<sup>nd</sup> Floor  
Los Angeles, CA 90014

**HOURS:** 20 Hours/ Pay Period

**SUPERVISION RECEIVED:** Program Director

**SUPERVISION GIVEN:** None

### CHARACTERISTICS:

This position is designed to provide support and assistance to The Program Director and Management Team as directed to ensure standards of documentation, compliance and quality control is conducted regularly during service interactions by staff and volunteers.

- Provides direct case-management services.
- Ensure compliance to guidelines are followed as required by funders and reviewers.
- Prepare timely monthly, quarterly and annual reports as required.
- Make recommendations to the Management Team about suggested revisions to procedures as appropriate.
- Review goals and objectives to ensure attainment is maximized.
- Assist in developing service programs, including preparation of grant applications as needed.

- Assist in carrying out public relations activities and presentations to promote CALIF's Mission as directed.
- Assist Service Staff in providing services to fill gaps.
- Perform other duties as assigned.
- Provide Housing assistance.
- Provide Community Support Services under Cal-Aim program.

## **QUALIFICATIONS:**

### ***Essential:***

- Bachelor's degree from an accredited college or university or working experience, in a relevant field and or lived experience.
- Minimum of five years' experience working in social services.
- Comfortable working with the disability community,
- Ability to communicate clearly and at a professional level both verbally and in writing, a commitment to professional growth.
- Capacity to work independently; takes initiative; works cooperatively with and respects the opinions of others.
- Evidence of critical thinking skills; focuses on solutions rather than problems.
- Understanding of Medi-Cal medical billing.
- Ability to perform job functions in a manner that exhibits flexibility, consistency, and professionalism.

### ***Desired:***

Personal experience with a disability. Prefer bilingual in Spanish. Experience using electronic communications including but not limited to the Internet, e-mail, fax, etc. Have knowledge of Medi-Cal medical billing.

**\*PART OR ALL OF THIS POSITION IS GRANT FUNDED AND MAY BE LIMITED BY THE TERM OR LENGTH OF THE GRANT.**

Because of the purpose of CALIF, it is essential that the individual understand, believe and practice the Independent Living Philosophy.

**CALIF IS AN EQUAL OPPORTUNITY EMPLOYER**