



Educating and Supporting New Yorkers with Developmental Disabilities

Executive Offices 144-61 Roosevelt Avenue | Flushing, NY 11354 | T: (718) 939-8700 F: (718) 961-7669 | www.shield.org

Service Coordination Job Posting

The Shield Institute has provided educational, clinical, and advocacy services to thousands of people with developmental challenges and their families in New York City for 95 years. With a staff of 400 employees and an annual operating budget of \$35 million, we work with our stakeholders to enable more than 2,500 people each year to lead full, meaningful lives- with the right individualized, person-centered supports.

(2) Service Coordinator Position's (1199 Union Position)

Bachelor's degree in health or human services from an accredited college or university with one year's experience either in MR/DD field or in service coordination with any population.

-OR-

Associates degree or equivalent credits in health or human services with three years experience in the MR/DD field or in service coordination with any population.

Job Description: Working in collaboration with consumers, their families and other service providers, the MSC seeks to optimize consumer well being and functioning. The MSC is an advocate, who obtains and coordinates a wide array of services. The MSC keeps records and performs all aspects of the job in accordance with regulations set forth by OPWDD and Medicaid. Bilingual (English/Mandarin) preferred.

Applicants should send letter of interest, resume and proof of qualification to:

Heath Bloch

hbloch@shield.org

visit us at www.shield.org