

**The Arc of San Antonio**  
**Support Services Coordinator**  
**Job Announcement (FLSA Non-Exempt)**

The Arc of San Antonio is a non-profit social service organization whose mission is to enrich the lives of individuals with intellectual and developmental disabilities and their families. We are seeking a knowledgeable and caring person to join our case management team.

**Job Function:** Serve as a full-time support services coordinator for the Family Support Services program. Assist individuals and families in accessing local resources, navigating educational and funding issues, and planning for the future.

**Immediate Supervisor:** Director of Family Support Services

**Primary Work Hours:** Forty hours per week. Standard business hours are Monday-Friday, 8:00 AM – 4:30 PM, with flexing of hours as conditions demand. On site and remote work schedule to be determined by program director.

**Minimum Qualifications:**

- Bachelor's degree in Social Work, Psychology, Education or a related field with a minimum of two years' experience in the field of social services and developmental disabilities
- Excellent written and verbal communication skills
- Familiarity with community resources
- Sensitivity to the special needs of the client population
- Proficient in MS Office/Access/Outlook
- Ability to meet deadlines consistently
- Excellent organizational skills
- Attention to detail in documentation of case progress and outcomes
- Licensure preferred (BSW, MSW)
- Current Texas driver's license
- Pass pre-employment background and drug screening
- Fluent in spoken and written Spanish

**Responsibilities:**

- Assist in developing and maintaining partnerships with the local Independent School Districts, AACOG and other community agencies on an ongoing basis.
- Assist in scheduling meetings with families/primary caregivers via phone, zoom or on site as needed.

- Provide parents/primary caregivers with information regarding funding and community services (SSI, Medicaid Waiver Programs, AACOG, recreation, residential, vocational, transportation, respite care etc.).
- Maintain documentation of program data; Access, ALL, AACN, MAC
- Respond accurately and in a timely manner for all requests for program reports and data for grant applications.
- Attend a minimum of 15 hours of CEU training annually.
- Demonstrate knowledge of the array of community programs/services, funding options for individuals with intellectual/developmental disabilities and/or their families.
- Assist in the planning and implementation of the parent training sessions and participation in community resource fairs.
- Other duties as assigned.

**Salary Range:** \$40,000-\$48,000, commensurate with experience.

**Benefits:** Group medical, dental, vision, life and short-term disability insurance plans; paid holidays and PTO (paid vacation/sick leave).

Interested individuals should send resume and cover letter to Jennifer Tarr, Director of Family Support Services via email at: [jtarr@arc-sa.org](mailto:jtarr@arc-sa.org)