

## **SERVICE COORDINATOR (Full Time) – Newton Centre**

Planned Lifetime Assistance Network of Massachusetts, Inc. (PLAN) is a non-profit organization that provides planning and trust management services for individuals with varying disabilities. Trust funds are used to enhance these individuals' quality of life, support their integration into the community, and provide peace of mind to their families.

We are a small office with a pleasant work environment and large caseload seeking a full-time **Service Coordinator** who enjoys working with individuals of varying ages and disabilities. The **Service Coordinators** provide case management services to the trust beneficiaries. This includes ensuring that spending from the trust funds conforms to federal and state regulations.

The ideal candidate should have an understanding of public benefits (SSI, Medicaid/Medicare, public housing) and the social service network. The ability to handle a large and growing caseload with differing degrees of responsibility is essential.

The individual must be able to multi-task and work well with beneficiaries, their families, case managers, attorneys, and guardians. The **Service Coordinator** must have good judgment and the ability to work both independently and as a team member. We are looking for a person who possesses a strong commitment to the individuals who are trust beneficiaries and to PLAN's mission.

PLAN has experienced significant growth in the last two years. We anticipate a continuation of this growth.

### **Minimum Requirements:**

- Bachelor's Degree in Social Work or equivalent. MSW preferred.
- Experience working with individuals with disabilities or the elderly.
- Strong computer skills.
- A good sense of humor.
- Must have own car and be willing to travel throughout MA and RI.

Salary: DOE

Resume and cover letter to: [scapplications@planofma.org](mailto:scapplications@planofma.org)