



Service Coordinator

Essex Junction, Vermont

Full-Time

Compensation

\$50,000/yr

Vermont Comforts of Home (VCOH) provides adults with the opportunity to remain in their communities when they are no longer able to live independently and require a nursing home level of care. This person-centered program focuses on supporting individuals in shared living environments that promote dignity, independence, and quality of life.

We are seeking a dedicated and compassionate Service Coordinator to join our team based in Essex Junction, Vermont. This position offers a mix of fieldwork, remote work, and in-office collaboration, with a requirement of at least three days per week in the Essex Junction office.

Position Overview:

Service Coordinators play a key role in supporting participants and shared living providers. This includes conducting monthly in-home visits, monitoring program expectations, and ensuring that each participant's needs, goals, and well-being are met in a safe and supportive environment.

Key Responsibilities:

- Conduct monthly in-home visits with participants and shared living providers
- Monitor and support compliance with state program requirements
- Advocate for participants' goals, needs, and quality of life
- Maintain accurate and timely documentation
- Collaborate with families, providers, and interdisciplinary teams
- Provide guidance, training, and support to shared living providers
- Ensure a safe, healthy, and supportive home environment

Qualifications:

- College degree in Human Services or a related field, or a combination of relevant education and experience

- Strong organizational, communication, and problem-solving skills
- Ability to work independently and as part of a team
- Valid driver's license and insured vehicle required
- Ability to successfully complete required background checks

Schedule and Work Environment:

- Full-time, Monday through Friday, 8:00 AM – 4:00 PM
- Combination of fieldwork, remote work, and office-based work
- Minimum of three days per week required in the Essex Junction office
- Travel required for in-home visits (mileage reimbursement provided)

Disclaimer:

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties, or skills required. UVS reserves the right to modify job duties at any time. Employment is at-will.