

Make a Difference Every Day as a Support Coordinator!

Join our team and provide compassionate care to individuals in their homes!

Your Next Career Chapter Starts Here!

Are you struggling to find a company that truly sees your worth—one that treats you with compassion, recognizes your hard work, and opens doors to new opportunities?

Are you passionate about helping people? If so, this may be the right position for you!

At Priority Group Services, we believe that when our team members thrive, our communities thrive. That's why we're not just offering you a job—we're inviting you to join a mission.

About Us

Priority Group Services offers top-tier staffing solutions for both medical and non-medical positions. Our comprehensive services ensure your needs are met with professionalism and efficiency.

What WE Do:

-From Home Care to Developmental Disability Care, we provide:

-Activities of Daily Living (ADLs)

-Personal Care & Transition Care

-Companionship

-Clinical Support

-Light Housekeeping

-Care Management

-Home Care

-Division of Developmental Disabilities (DDD) Services

Our Vision

To be the premier provider of essential services in New Jersey—known for compassionate care, reliable staffing, and solutions that enrich lives and strengthen communities.

Why You'll Love Working With Us

At Priority Group Services, you're more than just an employee—you're part of a family that values integrity, excellence, and compassion. We recognize your hard work, support your career growth, and offer opportunities to expand your skills while serving your community.

What We're Looking For

The **Support Coordinator** provides essential administrative and operational support to the Support Coordinators within the DDD program. This role directly supports the coordination of services for adults with developmental and/or intellectual disabilities (DD/ID) by assisting with documentation, scheduling, communication, and follow-up. The Support Coordinator Assistant helps ensure that all service coordination activities are compliant with state requirements and that clients receive timely and appropriate services. This position is ideal for individuals seeking to gain hands-on experience in the DD/ID field while ensuring accurate and audit-ready documentation.

What you'll do:

1. Administrative Support

Assist Support Coordinators in managing caseloads for adults with DD/ID by maintaining organized records, scheduling appointments, and coordinating meetings with clients and service providers.

Prepare documentation required for Individualized Service Plans (ISPs), progress reports, and compliance audits.

2. Data Entry & Documentation

Accurately input and update client information in DDD-approved databases.

Ensure that records clearly reflect services provided to adults with DD/ID, including dates, hours per week, and length of service.

3. Client & Provider Communication

Serve as the first point of contact for clients and families to answer general questions, provide service information, and assist with scheduling.

Communicate with service providers to ensure they have the necessary documentation for timely service delivery.

4. Service Coordination Assistance

Support Coordinators in coordinating services across healthcare, vocational, residential, and community support settings.

Track service implementation to confirm alignment with ISPs.

5. Monitoring & Follow-Up

Assist with monitoring client progress toward goals and gathering data for reporting.

Follow up to ensure that services are being delivered as planned and in compliance with DDD requirements.

6. Training & Resources

Assist in distributing training materials and resources to clients and families to enhance understanding of available services and rights.

7. Crisis Assistance

Provide support during crisis situations by organizing resources, contacting providers, or scheduling emergency services.

8. Compliance Support

Ensure all documentation meets DDD standards and is audit-ready, including clear descriptions of the DD/ID population served and service hours provided.

The Ideal Candidate:

-Required Education: Bachelor degree in Human Services, Social Work, Psychology, or a related field preferred.

-Preferred Experience: Administrative, customer service, or social services experience, preferably in a setting serving adults with DD/ID.

-Strong organizational skills, attention to detail, and ability to manage multiple priorities.

-Excellent written and verbal communication skills.

-Proficiency with Microsoft Office Suite and database systems.

-Ability to maintain confidentiality and comply with HIPAA and privacy regulations.

Preferred:

-Experience working with individuals with developmental or intellectual disabilities.

-Knowledge of DDD services, regulations, and community resources.

-Bilingual (Spanish, ASL, or other languages).

-Compliance Note:

To ensure eligibility and pass DDD audit standards, employment history must clearly document:

Direct work with adults with DD/ID.

The number of hours per day, days per week, and total length of service.

The mission of the organization aligning with DD/ID services.

Why Choose Priority Group Services?

✓ Flexible scheduling options – Work when it suits you best. ✓ Rewarding work – Make a meaningful impact in the lives of those in need. ✓ Supportive team environment – Work with a collaborative, caring staff. ✓ Opportunities for growth – Gain valuable experience and build your career. ✓ Inclusive and welcoming culture – Be part of a community that values and supports you.

If this is something you're interested in, **APPLY NOW!** We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please visit our website www.prioritygroupsnj.org and/or contact us at: 201-305-0936 or thru email: ddd@prioritygroupsnj.org

You may email us your resume or apply using the following link: <https://forms.gle/NraSSH9Qacq6cPwc8>

Job Title: Support Coordinator

Program: Developmental Disabilities Division (DDD)

Reports to: Supervisor/Manager, DDD Program

Location: Hybrid remote in Newark, NJ 07103

Pay Rate: \$17.00 – \$22.00 per diem

Shift Coverage: Daytime Shift

