

POSITION DESCRIPTION

POSITION TITLE:

Child/Adolescent Intensive Case Coordinator for Warren and Frederick County

CLASSIFICATION TITLE:

Provider 5

POSITION LOCATION:

TBD

POSITION UNDER THE SUPERVISION OF:

TBD

POSITION SUMMARY:

This position is responsible for providing time-limited intensive case coordination/case management services to a small caseload of children and adolescents at risk of entering or currently placed in a residential facility. The purposes of the services are to safely and effectively maintain, transition, or return the child home or to a relative's home, family like setting, or community at the earliest appropriate time that addresses the child's needs. This includes, but is not limited to, developing 24 hour crisis plans, brokering services with providers, and may be involved with the CPMT in identifying and forming needed services within the community. To the maximum extent possible this position will engage children and families as full participants in all aspects of the planning and delivery of services. The position may require frequent work-day travel.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Identifying the strengths and needs of the child and family through conducting or reviewing comprehensive assessments including; identifying specific services and supports necessary to meet the identified needs for the child and family, building upon identified strengths; implementing a plan for maintaining the child in or returning the child to a homelike setting; and implementing a plan for regular monitoring and utilization review of the services and placement for the child to determine whether the services and placement continue to provide the most appropriate and effective services for the child and family.
2. Performs ICC/case management activities related to service coordination, consultation, and advocacy, including engagement of the child and family, parent support, the establishment of linkages with community resources, securing services based on individual needs for support and collaborating with family for referrals for varied areas. Referrals may include, but are not limited to: housing, school placement/educational, social/recreational/community training, vocational/employment, medical/psychiatric, behavioral healthcare services, nutrition,

financial assistance, family support, counseling, human services agencies, legal/court services. Position interfaces with residential providers in transitioning children successfully back to their home communities.

3. Performs activities related to services and CSA procedures including engagement activities, advocacy, assessing, linking and monitoring, treatment planning; discharge planning; and CSA service coordination.
4. Performs activities related to crisis prevention and intervention.
5. Performs activities related to support of the individual and family, including training parents to interface with agencies effectively; encourages and supports the parent's team leadership role in treatment planning, empowers the family via strengthening the family's voice and experience and ways to share their knowledge with other families.
6. Performs activities to monitor service delivery, quality of life, and satisfaction.
7. Collaborates with both informal and formal advocacy groups and organizations to establish linkages for parent support and empowerment.
8. Documents all service contacts and client related services on a timely basis per CSA regulations, performs periodic summaries and a variety of reports, documents client needs and assessment activities, completes service related satisfaction surveys, and maintains the case records in accordance with agency and regulatory standards and requirements.
9. Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of case coordination services, and dealing with appropriate administrative issues.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge:

Considerable knowledge of human behavior and development, especially youth and adolescents; delinquency, truancy, substance abuse/addiction, family dynamics and related treatment modalities, interventions and techniques; of different types of assessments and their uses in treatment planning; and of other relevant youth services agencies and referral systems.

Abilities:

Demonstrated ability to interview and assess child, adolescent and family service needs, using appropriate assessment tools; to develop effective service plans and strategies to meet identified needs; to work effectively with community resources in coordinating services for youth and their families; to work closely and effectively with clients and their families, and other professionals; to gather and document necessary client information, write reports and maintain client records; to effectively communicate both verbally and in writing, and to maintain confidentiality according to all relevant regulations and agency requirements.

Qualifications:

A master's degree in a related human services field with experience working with youth and their families, or a combination of education, experience, and training indicating the essential knowledge, skills and abilities. QMPH status required, Licensure preferred but not required. Must be able to provide own transportation as necessary to perform job duties.

SALARY RANGE:

Level 4G

FLSA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

Employee's Signature

Date

CYFS Supervisor's Signature

Date

Chief Operation Officer's Signature

Date

Chief Executive Officer's Signature

Date

Effective: January 2012

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