



DELAWARE, COUNTY OF (OH)
invites applications for the position of:

FCFC Service Coordinator

SALARY:	Depends on Qualifications
DEPARTMENT:	Board of Commissioners
DIVISION:	Job & Family Services
OPENING DATE:	01/27/21
CLOSING DATE:	02/17/21 11:59 PM
OBJECTIVES:	

The Service Coordinator's role is supporting multi-need children and their families in creating sustainable goals which lead to the increase of that family's well-being. Under the direction of the Family and Children First (FCFC) Coordinator, the Service Coordinator will serve as a liaison and facilitator of a group process to incorporate the goals and outcomes of families and agencies, respectively. The Service Coordinator will support the FCFC Coordinator in creating community vision to improve the services provided to multi-need children. Individual reports to the FCFC Coordinator.

JOB STANDARDS:

- Bachelor's Degree in Social Work or related field required. Minimum of 1-year experience in social work or related field preferred.
- Must meet and maintain qualifications for driving on county business as a continued condition of employment.
- All required licenses and certificates must be maintained as a condition of continued employment.

ESSENTIAL FUNCTIONS:

ESSENTIAL JOB FUNCTIONS:

This full-time position is comprised of two areas of responsibility: Council Management Support and Family Centered Services and Supports (FCSS) Case Management.

Council Management Support:

- Support the FCFC Coordinator in the planning, development, evaluation, organization, and collaboration of Delaware County Family & Children First Council;
- Provide support for Council meetings, including maintaining minutes and records of those meetings;
- Participate in the work of multiple Council committees and their implementation of Council's goals and objectives;
- Work with Delaware County organizations to assess the needs of Delaware County children and their families, strategic planning of funding sources, service providers,

families and the community to achieve the goals of the Family & Children First Council's initiatives;

- Provide representation of Delaware County at local and state meetings, or on councils or boards relating to children and families; and
- Assist with creating service provider contracts for FCSS clients.

Service Coordination:

- Review referrals received from a variety of community sources;
- Schedule appointments, interview families, inviting all interested parties, and assess their current condition, needs, strengths and weaknesses, and create a plan designed with the family complete with clear end dates and measurable goals;
- Direct collaboration of services with Delaware County agencies and organizations in the most advantageous and effective end result for the families;
- Maintain case records. Monitor client progress and modify plans accordingly, reporting on client status to involved agencies;
- Create Service Coordination meetings with fellow agencies and organizations as needed, acting as key contact; and
- Refer clients to community resources as needed.

Other Essential Functions:

- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops;
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required; and
- Other duties as assigned.

SUPPLEMENTAL INFORMATION:

Complete job description is available on the [Class Specifications](#) page.

**Equal Opportunity Employer
M/F/D/V**

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740-833-2120

Position #2100108
FCFC SERVICE COORDINATOR
LD

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