



## *Madison County Dept. of Family & Children*

200 Midway St London, Ohio 43140

Director Lori Dodge-Dorsey  
740-852-6027

### **FULL TIME EMPLOYMENT OPPORTUNITY**

**Position/Title:** Family and Youth Services Coordinator  
**Location:** Madison County Dept. of Family and Children Services  
**Salary Range:** \$31,200 to \$37,440.00 (based on education and experience)  
**Date Issued:** 8/27/2020  
**Application Deadline:** 9/21/2020

**Instructions:** Applicants interested in the above named position are to submit a resume and letter of interest to the Madison County Department of Job and Family Services, Personnel Office, 200 Midway Street, London, Ohio 43140 or e-mail to [Recruitment@co.madison.oh.us](mailto:Recruitment@co.madison.oh.us). Please be sure to specify skills and experience applicable to the position.

#### **Responsibilities includes:**

- Maintains and positively models the standards of High-Fidelity Wraparound provision in Service Coordination. Provides direct service through the following activities.
- Contacts applicants for services and related daily case note entry and data tracking; performs initial intake meeting and completes required documentation
- Develops Plan of Care inclusive of identified needs; completes an initial budget and child and adolescent needs summary (CANS).
- Refer and link to new and existing community services; provides care planning with weekly, monthly and quarterly monitoring of services;
- Monitors services performed in the community (face to face/ virtual); reviews and assesses open youth cases; consults with families, teams and service providers; visits homes; evaluates and monitors family situation and progress.
- Serves as Gatekeeper for emergency respite authorizations (per the Gatekeeper Agreement Guidelines).
- Maintains accountability by completing required programmatic documentation, fiscal documentation and all reports in compliance with stipulated deadlines.
- Leads System of Care (SOC) meetings monthly.
- Provides information regarding identified gaps in services
- Provides updates to SOC members to direct use of pooled funds.
- Authorizes billable services to approved vendors monthly, within budget.
- Reviews billing for accuracy and monitors monthly summaries to ensure quality service delivery relevant to the Plan of Care needs strategies.
- Communicates effectively with supervisor to promote program success and coordinates services with community agencies around crisis intervention.
- Prepares monthly summaries and attends court sessions/ IEP and ISP meetings; collects data to measure program success
- Prepares reports

#### **Minimum Qualifications:**

- 2 years post-secondary education in Social Work OR related field of study with 4+ years' work experience.
- Valid Driver's License, reliable transportation and proof of vehicle insurance
- Must pass criminal background check (FBI, BCI and Child Abuse Clearances)

**Knowledge of:**

- Service Coordination Best Practices
- High Fidelity Wraparound Standards
- Local Systems of Care (Children Services, Board of DD, Juvenile Court, Benefits, School Districts, Hospitals, Community Action Housing Authority, Shelters, Food Pantry, etc.)
- Medicaid Managed Care Coordination
- Crisis Management
- Microsoft products (SharePoint, Teams, Excel, Outlook, Forms)

**Ability to:**

- Perform intake duties
- Work with others
- Maintain/update accurate records/complete case notes
- Develop Plans of Care
- Interview families/ providers
- Complete forms & monthly reports
- Evaluate situations for potential danger

**Skills in:**

- Time management
- Oral & written communication
- Computer skills
- Fiscal Management