

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Board of Commissioners      **Unit:** Social Services & Activities  
**Name:**      **Position Title:**  
**Class Title:** Wraparound Facilitator      **Class Number:** 35391

**Dept./Div.:** FCFC      **Civil Service Status:** Unclassified  
**Reports To:** Council Director      **Employment Status:**  
**Pay:** Resolution      **FLSA Status:** Exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's or Associate's degree in Counseling, Psychology, Social Work, Education, Public Health, or a related field, or equivalent combination of lived experience and relevant training. Experience with wraparound services, working with families and children involved in multiple systems, and teaching adults and children is preferred. Must be able to pass a criminal background check.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license with an acceptable driving record

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Computer, calculator/adding machine, telephone, copy machine, facsimile machine, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to violent persons.

Periodic - Attends functions or performs duties outside normal working hours.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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<b>Agency:</b>	Board of Commissioners	<b>Unit:</b>	Social Services & Activities
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Wraparound Facilitator	<b>Class Number:</b>	35391
<b>Supervisor's Title:</b>	Council Director	<b>Number:</b>	35375

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**Supervises:** N/A

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

50% (1) Provides quality, family-centered, strengths-based, in-home services to families to prevent the out of home placement of children; facilitates wraparound teams; provides parenting education and skill-building activities with families.

(1) **Knowledge of:** (a);\* (b);\* (c); (d); (e); (p).  
**Ability to:** (i); (j); (k); (l); (q).

25% (2) Monitors child and family team wraparound plans on an ongoing basis, including notifying the FCFC Director of any issues related to delivery of services affecting the family or an agency. Identifies gaps in services and brings awareness of identified needs to FCFC Director. Provides ongoing feedback in the implementation of the Sandusky County Service Coordination plan. Develops and maintains outcome evaluation. Maintains appropriate documentation for recording activities and statistical analysis.

(2) **Knowledge of:** (a);\* (b);\* (c); (d); (e), (r).  
**Skill in:** (g); (h); (s).  
**Ability to:** (i); (j); (k); (l); (o); (t).

15% (3) Facilitates wraparound training team. Assists with training to other agency personnel and families in wraparound techniques, trauma, and related skills training including educating individual child and family teams. Works to promote the work of the Council's Shared Plan, works cooperatively with other agency personnel to provide services and seeks community-based services and informal supports to facilitate the process; conducts needs and strength assessments; promotes wraparound services and the benefits of family driven planning throughout Sandusky County disseminating information to agencies who do not utilize wraparound.

(1) **Knowledge of:** (a)\*; (b)\*; (c); (d); (e); (p).  
**Ability to:** (i); (j); (k), (l), (q).



**CLASS TITLE:** WRAPAROUND FACILITATOR

**CODE:** 35391

**JOB RESPONSIBILITIES:** Under direction, provides services to families to prevent the out of home placement of children in Sandusky County; provides parenting education and skill-building activities with families; works cooperatively with other agency personnel to provide services and seeks community-based services and informal support systems to facilitate the process; assists with quarterly reports to Council Director; maintains personal and professional competence and awareness. Performs other related duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Completion of an Bachelor's or Associate's degree in Counseling, Psychology, Social Work, Education, Public Health, or a related field, or equivalent combination of lived experience and relevant training. Experience with wraparound services, working with families and children involved in multiple systems, and teaching adults and children is preferred. Must be able to pass a criminal background check.

% of time	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> necessary to perform duties (* indicates developed after employment).
40-50%	(1) Provides quality, family-centered, strengths-based, in-home services to families to prevent the out of home placement of children; facilitates wraparound teams.	(1) <b>Knowledge of:</b> (a) department goals and objectives*; (b) department policies and procedures*; (c) public relations; (d) community resources and services; (e) wraparound services; (p) education techniques. <b>Ability to:</b> (i) deal with many variables and determine specific action; (j) exercise independent judgment and discretion; (k) communicate effectively; (l) develop and maintain effective working relationships; (q) prepare and deliver speeches and presentations.

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% of time	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> necessary to perform duties (* indicates developed after employment).
20-30%	<p>(2) Monitors child and family team wraparound plans on an ongoing basis, including notifying the FCFC Director of any issues related to delivery of services affecting the family or an agency. Identifies gaps in services and brings awareness of identified needs to FCFC Director. Provides ongoing feedback in the implementation of the Sandusky County Service Coordination plan. Develops and maintains outcome evaluation. Maintains appropriate documentation for recording activities and statistical analysis.</p>	<p>(2) <b>Knowledge of:</b> (a) department goals and objectives*; (b) department policies and procedures*; (c) public relations; (d) community resources and services; (e) wraparound services; (r) records management. <b>Skill in:</b> (g) computer operation; (h) use of modern office equipment; (s) adding machine or calculator operation. <b>Ability to:</b> (i) deal with many variables and determine specific action; (j) exercise independent judgment and discretion; (k) communicate effectively; (l) develop and maintain effective working relationships; (o) calculate fractions, decimals, and percentages; (t) compile and prepare reports.</p>
15-25%	<p>(3) Facilitates wraparound training team. Assists with training to other agency personnel and families in wraparound techniques, trauma, and related skills training including educating individual child and family teams. Works to promote the work of the Council's Shared Plan, works cooperatively with other agency personnel to provide services and seeks community-based services and informal supports to facilitate the process; conducts needs and strength assessments; promotes wraparound services and the benefits of family driven planning throughout Sandusky County disseminating information to agencies who do not utilize wraparound.</p>	<p>(3) <b>Knowledge of:</b> (a) department goals and objectives*; (b) department policies and procedures*; (c) public relations; (d) community resources and services; (e) wraparound services; (p) education techniques. <b>Ability to:</b> (i) deal with many variables and determine specific action; (j) exercise independent judgment and discretion; (k) communicate effectively; (l) develop and maintain effective working relationships; (q) prepare and deliver speeches and presentations</p>

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% of time	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> necessary to perform duties (* indicates developed after employment).
5-10%	(4) Assists with reports to the FCFC Director; reports weekly to referring agency; develops simple reporting forms; completes and submits reporting forms used with wraparound.	(4) <b>Knowledge of:</b> (b) department policies and procedures*; (e) wraparound services; (r) records management. <b>Skill in:</b> (g) computer operation; (h) use of modern office equipment; (s) adding machine or calculator operation. <b>Ability to:</b> (i) deal with many variables and determine specific action; (k) communicate effectively; (l) develop and maintain effective working relationships; (t) compile and prepare reports.
5-10%	(5) Maintains personal and professional competence and awareness; maintains required licensure, attends professional education and training sessions, seminars and workshops, as directed.	(5) <b>Knowledge of:</b> (a) department goals and objectives*; (b) department policies and procedures*; (c) public relations; (d) community resources and services. <b>Ability to:</b> (i) deal with many variables and determine specific action; (k) communicate effectively; (l) develop and maintain effective working relationships.

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## POSITION DESCRIPTION

### PAY RANGE ASSIGNMENT POINT FACTOR SCORES

POSITION: Wraparound Coordinator

**Pay Grade      – Probationary      / Minimum      / Midpoint      / Maximum**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total

Pay Range	Point Spread		Pay Range	Point Spread
1	52-60		21	232-240
2	61-69		22	241-249
3	70-78		23	250-258
4	79-87		24	259-267
5	88-96		25	268-276
6	97-105		26	277-285
7	106-114		27	286-294
8	115-123			
9	124-132			
10	133-141			
11	142-150			
12	151-159			
13	160-168			
14	169-177			
15	178-186			
16	187-195			
17	196-204			
18	205-213			
19	214-222			

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20	223-231			
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Wages set by FCFC Board. \$            per hour  
Updated: 04/28/04